



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Dean Community Standards
POSITION NO.	501711
LOCATION	Warwick
REPORTS TO	Associate Vice President for Student Services
GRADE	BOE 17
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISES:	Professional, technical, clerical and support staff
REVISION DATE	October 2023

JOB SUMMARY:

The Dean of Community Standards works to foster a safe and inclusive campus environment by overseeing and promoting adherence to community standards and civility principles. This position plays a crucial role in promoting a respectful and ethical campus culture while working in close collaboration with the Dean of Students Office to address Code of Conduct violations and conflicts as necessary. In keeping with a developmental and progressive response to student conduct code violations, the Dean assists students in acknowledging responsibility for their actions and assists them in learning behaviors which will aid them in being successful. The Dean is responsible for developing and implementing restorative justice practices, fostering student growth and development (inside and outside of the classroom), and promoting the value of restorative community standards as an integral part of the learning experience. The Dean of Community Standards will also provide oversight for TRIO programs.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate commitment and leadership in the role of a community college in the provision of knowledge and skill development for personal and professional advancement for the people of Rhode Island.
- Provide leadership and utilize an equity lens for the development of policies and procedures that ensure all students are treated with dignity and respect and provided with equal opportunity and access to a college education and college programs.
- Work to identify and mitigate barriers and structural biases that prevent under-represented students from succeeding.
- Work alongside colleagues to create programs and partnerships that enhance retention and graduation rates, student learning, and the student experience.

Community Standards

In coordination with the Dean of Students Office:

- Develop, revise, and enforce College policies related to behavior, ethics, civility, and community standards.
- Conduct training sessions for student conduct administrators related to the Code of Conduct, processes, and procedures.
- Coordinate student conduct investigations for all students, student clubs and organizations.
- Schedule and coordinate meetings, interviews, hearings, and/or other similar community standards activities; ensures students are aware of rights and responsibilities.
- Assist in the resolution of student grievances and complaints in collaboration with other departments, including Advising and Tutoring Centers.
- And the College's governance system, support and co-manage updates to the CCRI Student Handbook and other publications.
- Advise faculty, staff, and students regarding conduct matters and educational initiatives.
- Maintain ongoing communication with students to ensure that sanction requirements are fulfilled.
- Collaborate with the Dean of Student Engagement (or similar) to promote civility and ethical behavior among student organizations, clubs and other campus groups.
- Support the Student Code of Conduct through educational support workshops and training.

- Serve on the CCRI Campus Assessment, Response, and Evaluation (CARE) Team.

Administration

- Provide oversight for TRIO programs, including program quality and effectiveness and staff supervision and development
- Maintain, share, and implement current knowledge of best practices in student conduct, student persistence, retention and completion
- Collaborate with various student services and academic departments as well as external service providers to implement and support programs that will enhance college readiness, retention, and completion.
- Perform other duties and responsibilities as assigned by the Associate Vice President for Student Affairs (or similar).

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree required
- Progressively responsible management experience in the areas of student conduct and academic integrity
- Demonstrated experience with similar technology applications such as Advocate (student conduct), Ellucian Banner (ERP), Degree Works (student audit), Argos (data reporting), and proficiency with Microsoft Office Suite (or similar).

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.