



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Dean Learning Commons and Classroom Technology
<b>POSITION NO.</b>	501030
<b>LOCATION</b>	Providence
<b>REPORTS TO</b>	Vice President for Academic Affairs
<b>GRADE</b>	BOE 18
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISES</b>	Designated Library support staff
<b>REVISION DATE</b>	June 2023

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**JOB SUMMARY:**

The Dean of Learning Commons and Classroom Technology is responsible for the overall vision, leadership and management of multi-campus student support initiatives including the library, Student Success Center, Writing Center and tutoring services. The Dean will direct, coordinate and monitor all components of the Promoting Pathways to Progress initiative (Guided Pathways)

**DUTIES AND RESPONSIBILITIES:**

**Mission/Student Success:**

- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.

**Leadership:**

- Provide leadership for the physical design, planning, implementation, and promotion of the Learning Commons.
- Supports library activities, learning communities and participates in other college-wide student success initiatives.
- Monitor the progress of the Guided Pathways Plan to evaluate effectiveness; prepares public information materials for presentations
- Conduct evaluations, assessment and reports to provide annual updates to ensure all required plan elements are implemented and state and grant-mandated outcomes are met
- Develops and promotes special events, seminars, and workshops including, but not limited to, faculty and staff professional development activities, student engagement events, and outreach activities.
- Implement a coordinated approach to the full-scale implementation of the guided pathways model
- Centers Learning Commons design that supports diversity, equity and inclusivity
- Supports library and academic innovation services, initiatives and activities; established with a commitment to diversity and are aligned with the distinctive characteristics of a Community College student population.

**Technology:**

- Manage budget for classroom technology and oversees implantation of state-of-the-art classroom technologies.
- Maintains current knowledge of new technologies pertinent to assigned projects; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
- Manage web page for Learning Commons and Guided Pathways, ensuring that most updated information is reflected

**Staff and Project Management:**

- Collects, analyzes and uses relevant data to inform decisions about library operations, policies and strategic direction.
- Supervises, advises, and assists program staff to accomplish established goals in order to provide and improve all aspects of the Guided Pathways program

- Manage schedules, needs and assist with the review of faculty navigators, and ancillary staff.
- Effectively plans and manages the financial resources of the library and academic support services
- Develop collaborative relationships with internal departments to advance the implementation plan
- Train Path Navigators and provide oversight
- Collaborate with career-development coordinator on creation of experiential learning model
- Design and implement policies to support the Guided Pathway Initiative.

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Master's degree in related field
- Demonstrated knowledge of library operations, systems, policies, procedures, standards and trends in academic libraries.
- Robust understanding and demonstrated inclusion of access, equity and student success practices.
- Demonstrated experience in budget preparation and monitoring.
- Demonstrated project management skills
- Must have experience with retention and completion initiatives

**PREFERRED QUALIFICATIONS:**

- Earned doctorate
- Demonstrated supervisory experience in a unionized environment
- Grant management
- Strong communication, organizational, and interpersonal skills.
- Strong problem-solving and conflict resolution skills, including ability to anticipate needs and concerns.
- Will have the ability to use a collaborative approach when working with students and colleagues.
- Will demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Strong data analytical ability with demonstrated reporting

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