



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Dean, Student Engagement
POSITION NO.	502931
LOCATION	Warwick Campus
REPORTS TO	Associate Vice President of Student Affairs
GRADE	BOE 17
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Does this position supervise others
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	October 2024

JOB SUMMARY:

We are seeking our next Dean of Student Engagement, who will serve as a Student Affairs Leadership team member. In conjunction with the Associate Vice President for Student Affairs, provides leadership and support for all planning, staffing, educational, operational, facility, and budgetary aspects of the Student Experience and Student Government. The Dean of Student Engagement will position CCRI as a model for student engagement effectiveness amongst public two-year colleges. The Dean of Student Engagement will lead and supervise the Student Experience and Student Government staff, including day-to-day management, supervision, development, and staff evaluation.

The Dean of Student Engagement provides co-curricular, Academic/Career pathways, and leadership development programs and services that improve the transition of students to and through CCRI with an emphasis on student persistence, retention, and graduation. The Dean of Student Engagement leads intentional and transformative culturally relevant programs, services, and events that improve academic performance and sense of belonging and prepare students for life after CCRI. In collaboration with the Dean of Enrollment Management, Innovation, and Systems and other College leaders, the Dean will reimagine the student experience and create a community of engaged learners with equity and inclusivity at the center of the work.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate commitment and leadership in a community college's role in providing 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

Student Experience:

- Develop, plan, and execute an active and engaging activities program for students such as relevant student clubs to promote student engagement and improve student satisfaction and retention
- Develop and implement innovative and proactive programs, services, and procedures particular to co-curricular engagement programming and campus safety that are responsive to the changing needs and requirements of the student population
- Collaborate with the Office of Diversity, Equity, Inclusion, and Organizational Development to develop programming and activities that are diverse and create an inclusive learning environment for students
- Establish a peer mentoring program that is supportive, inclusive, and encouraging with the goal of improving student outcomes and success
- Develop a vision and implement new student orientation and onboarding programs for new students, families, and guests to the College

- Responsible for collaboration with multiple stakeholders and the planning, organizing, and coordinating of Commencement, graduation celebrations, and other related events
- Develop a vision and implement welcome back or similar programs for continuing and returning students
- Develop and implement a comprehensive co-curricular first-year experience program (e.g., Orientation) to help students prepare for the transition from high school to college
- Plan, implement, and evaluate student leadership development programs and student organizations and clubs

Student Government:

- Advise Student Government, conduct orientation and training for newly elected student leaders, and manage student government budgets; create a responsible, effective, and transparent budget procedure and allocation process
- Provide oversight for Student Government; including developing a framework for effective student leadership, training, preparation, and oversight of the executive board
- Responsible for identifying students to help fill vacant student government positions and related ad-hoc committees

Other:

- Ensures that assessment, policies, decisions, and programming are conducted through an equity and justice lens
- The duties of this position may require considerable evening and weekend work, including attendance at meetings of student organizations and a variety of events. The Dean will have an active presence at student events on each campus and online
- Continually assess student needs and interests, as well as remain abreast of current, model practices in the field; utilize relevant data, scholarship, and student development theories/models in planning and developing programs and services
- Other duties as assigned

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree required
- Demonstrated progressively responsible student affairs experience preferably at a community college, or related experience
- Ability to work successfully with at-risk, culturally diverse student populations and a steadfast commitment to the success of CCRI and every one of its students
- Ability to thrive in a dynamic environment requiring flexibility, adaptability, creativity, and teamwork
- Experience in fiscal planning and management

PREFERRED QUALIFICATIONS:

- Demonstrated experience in student development theory
- Demonstrated experience in personnel management and assessment
- Demonstrated evidence of collaborative leadership style
- Demonstrated organizational skills
- Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations, and to communicate the interpretation to others
- Demonstrated ability to prepare detailed presentations, studies, and reports

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