



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Vice President for Institutional Equity, Human Resources, and Organizational Development (IEHROD)
<b>POSITION NO.</b>	502500
<b>LOCATION</b>	Primarily Warwick/Knight
<b>REPORTS TO</b>	President
<b>GRADE</b>	BOE 25
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	Professional and clerical staff
<b>LIMITATION (if applicable)</b>	N/A
<b>REVISION DATE</b>	September 26, 2023

**JOB SUMMARY:**

The Vice President for Institutional Equity, Human Resources, and Organizational Development has supervisory responsibility for the staff that provide human resources, labor and personnel relations, recruitment and talent development, JEDI-B (justice, diversity, equity, inclusion and belonging) work, Title IX, compliance, organizational development. The Vice President will serve on the President’s Senior Leadership Team and the President’s Council. Additionally, this position will assume an active and collaborative role in the setting of the strategic direction for the college.

**DUTIES AND RESPONSIBILITIES:**

- Provide strategic leadership and operational management of all human resources and workplace initiatives to create alignment with the college’s strategic plan, mission, and culture.
- Provide supervision and management to the department’s staff.
- Maintain strong relationships with union and NEARI leadership.
- Work closely with the Council on Postsecondary Education’s Director of Labor Relations on labor and personnel matters.
- Oversee and manage the grievance and arbitration process on behalf of the college.
- Lead the full range of human resources administration including labor and personnel relations, JEDI-B initiatives, organizational and professional development initiatives, ADA, EEO, Title IV and Title IX work, including civil rights compliance and enforcement.
- Lead the college’s work in recruiting retaining high-quality staff that is mission-driven and committed to our student’s success.
- Supervisor organizational development efforts including supporting the goal of creating an anti-racist environment.
- Work closely with leaders in the college (Academic Affairs, Student Affairs, Finance and Administration, Institutional Advancement, and Workforce Partnerships) to advance the work outlined above.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Master’s degree or Juris Doctorate
- Minimum of ten years’ experience working in a union environment in a complex organization.
- Demonstrated ability to lead teams to successful implementation of projects and strategic plans.
- Demonstrated commitment to CCRI’s mission and record of delivering on behalf of students.
- Strong understanding of the dynamics of organizational change and a commitment to engagement to effectuate that change.
- Strong communication, decision-making, and creative problem-solving skills.

**PREFERRED QUALIFICATIONS:**

- Understanding of public higher education and Title IX

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