



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/13/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director, Learning for Life
Status: Full Time (35 hours per week), Calendar Year
Grade: 14
Union: PSA@RIC (Professional Staff Association)
Reports to: Associate Vice President for Student Services

PRIMARY PURPOSE:

Learning for Life (L4L) is a research-based, nationally-recognized, student-to-student network whose mission is to support students' success in completing college. The Director works with Learning for Life (L4L) network partners, both on- and off-campus; provides leadership to ensure unity around guiding principles for student-centered practice, and seeks to improve institutional culture that supports student achievement. The Director's role involves continuous evaluation and expansion of the network. The Director serves as a primary resource to facilitate understanding of student needs and ensure student voice in campus policy and practice.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Provide leadership and supervision for all staff with a focus on a collaborative and progressive culture and a collective mission for student access and success.
- Interact with all areas of operations and management that affect students, including financial, administrative, fundraising, staff and student supervision, policy development, service implementation, and advocacy.
- Coordinate ongoing evaluation and assessment of L4L services.
- Lead the expansion of capacity so that services are available and sustained for all first-year and second-year students.
- Provide budgetary direction and solicit external grants, including revenue. generation, expense oversight and development of annual operating budgets.
- Supervise and support the Assistant Director, as well as faculty consultants with the project.
- Lead the implementation of initiatives and technology designed to improve the well-being of low-income communities by connecting individuals to public benefits and other community resources to address nonacademic barriers to college completion.
- Develop initiatives to heighten awareness of systemic challenges that impede student success and facilitate solution-focused efforts to resolve them.
- Support development of institutional change and development opportunities for students to voice their needs, concerns, and stories, including focus groups, a student speakers bureau, and student-led research and evaluation projects.
- Cultivate partnerships among internal and external constituencies to build a holistic network of student supports.
- Coordinate annual planning with a planning team to set goals and objectives for the network

based on data reporting and best practice.

- Facilitate meetings of an advisory council to identify opportunities and build community relationships; provide ongoing communications about the needs, progress, and developments of the network.
- Develop an annual fund development plan as part of the budget process that includes multiple funding streams.
- Cultivate new resources through grants, contracts, fundraising campaigns, collaborative initiatives, etc.
- Serve as a member of campus leadership teams as assigned, accepting varying levels of responsibility.
- Pursue professional development opportunities and support L4L staff. development; join statewide, regional and national committees and associations.
- Advocate for the needs of underserved students with local and federal agencies, policy-makers, and organizations.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Vice President for Student Success.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree in a relevant field.

Experience:

Minimum of five years of experience in program development, community relations, and human services leadership with relevant experience and understanding of higher education institutions.

Skills, Knowledge, and Abilities:

- Demonstrated and successful experience in fund development and grant writing.
- Demonstrated and successful experience cultivating collaborative partnerships and initiatives among diverse groups
- Strong analytical and data management skills.
- Progressive team leadership training and skills.
- Strong written and oral interpersonal and communication skills.
- Ability to work on interdisciplinary teams and associations and to build community development relations.
- Strong respect and desire to support diverse and inclusive communities.

PREFERRED:

- Experience in a higher education setting.
- Research and publication in higher education access and persistence.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions. Off-campus facilities may not be accessible to persons who are disabled.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.