



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 9/19/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: Yes

Title: Vice Provost for Undergraduate Affairs
Status: Full-time, 35 Hours/Week
Grade: 20
Union Affiliation: Non-union
Reports to: Provost/Vice President for Academic Affairs

PRIMARY PURPOSE:

The Vice Provost (VP) for Undergraduate Affairs works closely with the Provost/Vice President for Academic Affairs (VPAA) to advance the college's mission and strategic plan; serves as an active participant in the administrative decision-making processes in the Division of Academic Affairs; supports the Provost/VPAA in strategically leading and managing all aspects of the teaching and learning process with a special focus on undergraduate students. This includes, but is not limited to, academic policies, curriculum development, assessment of student learning, academic initiatives and resource development. The VP assists the provost in planning, directing, evaluating and developing academic programs, strategic goals and services. Serving as chief academic ombudsperson for student issues and concerns, the VP also ensures that the student perspective is being reflected in analyses, policies and initiatives considered by the administration. The VP also collaborates closely with the AVP for Professional Studies & Workforce Development on related projects.

The VP provides leadership and oversight of the college's concurrent (Early Enrollment Program) and dual enrollment programs, the College Honors Program, Study Abroad, and serves as the administrative representative on the Academic Integrity Board. The VP is responsible for the development, analysis, and compilation of statistical data and reports and works closely with deans and faculty, the Office of Institutional Research and Planning and Management Information Systems, among other units. The VP serves as a member of the Provost's Senior Academic Leadership group and President's Extended Cabinet and is a central point of contact for student academic issues.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Provides leadership in the formation and/or revision of academic policies.
- Serve as academic ombudsperson for student complaints and concerns.
- Coordinates accreditation and assessment initiatives in concert with the Provost.
- Leads and oversees program development and policies for concurrent and dual enrollment.
- Serve as academic affairs liaison to the division of student success.
- Collaborates within and across divisions including deans, Institutional Research, MIS and others.
- Supports academic deans and faculty in curriculum development.
- Provides leadership for First Year Convocation and the 3.5 Society.
- Assist in coordination of academic affairs involvement in new student orientations.
- Serves as campus representative for the Advisory Board of the New England Regional Student Program (RSP) and evaluates, reviews and submits recommendations for RSP majors and programs.
- Serves on dual and concurrent enrollment state-wide committees.

- Serves on other committees as assigned.

Occasional Job Functions:

- Act in the absence of the Provost on matters delegated by the Provost.
- Serve on internal and external committee as requested by the Provost.
- Works collaboratively with others in the Provost's office and other administrative units.

REQUIRED QUALIFICATION STANDARDS:

Education:

Doctoral degree or equivalent terminal degree in an appropriate discipline.

Experience:

Minimum of seven years of increasing management responsibilities in higher education and demonstrated success working with students.

Skills, Knowledge and Abilities:

- Strong analytical skills and the ability to evaluate and utilize data in planning and decision-making
- Excellent interpersonal, written, oral, and listening skills.
- Ability to handle sensitive situations and information with discretion.
- Ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others.
- Ability to cultivate and maintain positive working relationships with people of diverse backgrounds and communities.
- Strong commitment to academic quality and assessment.
- Ability to develop, write and effectively present policy proposals to various constituencies.
- Ability to prioritize and manage multiple tasks and projects.
- Ability to work collaboratively with faculty, administration, staff, and students.
- Commitment to serving a diverse student, faculty & staff population.
- Open and collaborative management style, combined with creativity and patience.
- Experience with integrated technology-based information systems, such as PeopleSoft.

PREFERRED:

Bilingual in English / Spanish (fluent in speaking and writing) strongly preferred.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

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.