



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 3/15/2023
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: Yes

Title: Assistant Vice President for Online and Adult Education
Status: Fulltime, 35 hours/week
Grade: 18
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: Provost and Vice President for Academic Affairs

PRIMARY PURPOSE:

The Assistant Vice President for Online and Adult Education works closely with the Provost and Academic Deans to establish and implement the strategic direction and administrative support systems for adult learning and online programs in alignment with the College's academic plan. The AVP will provide leadership to facilitate the growth of existing programs, the development of new programs, and the enhancement of student services for adult and online learners with special attention to equity, social mobility and workforce development.

The AVP will work closely with Enrollment Management, Marketing and Communication, and the Dean of Graduate Studies to promote adult, graduate and online programs and will collaborate with the Faculty Center for Teaching and Learning, the Office of Information Technology, the Records Office, the Bursar, Financial Aid and Student Success to ensure quality delivery of programs and services for adult and online learners.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Collaborate with academic and administrative leaders to support the development and implementation of a strategic plan for online and adult programs.
- Develop a recruitment strategy for adult and graduate student populations.
- Using workforce development data, work with academic leadership to recommend program development for adult learners.
- Ensure the College's online programs comply with federal and state regulations including National State Authorization Reciprocity Agreement (NC-SARA), the New England Commission on Higher Education (NECHE), and the Americans with Disabilities Act (ADA).
- Support the professional development of student support and operational offices in serving adult and online populations.
- Use of data for enrollment planning, budget development and forecasting, assessment and continual improvement, and decision making, planning and reporting.
- Provide senior level support for college-level initiatives as requested and serve on assigned internal and external committees and task forces.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Provost and Vice President for Academic Affairs.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree in an appropriate field.

Experience:

Five or more years of experience in planning and administration of online and distance education initiatives in a university setting.

Skills, Knowledge and Abilities:

- Demonstrated commitment to inclusive excellence with experience serving adult populations.
- Demonstrated success in working with academic leaders and faculty to develop and implement adult and online programs.
- Knowledge of and experience with technologies and best practices in adult and online education.
- Experience recruiting adult students and online student populations.
- Competence using data to evaluate and assess programs and services for continual improvement.
- Ability to identify complex system challenges and work collaboratively with others to resolve them.
- Excellent communication skills, including the ability to listen effectively, build consensus, and work with others to solve problems.
- The successful candidate will have a proven record of implementing online programs with special attention to serving the adult and graduate student populations.
- Knowledge of adult and online recruitment strategies and best practices for adult learners.
- Proficiency with data and technology systems.

PREFERRED:

- Doctoral Degree.
- Bilingual in English / Spanish (fluent in speaking and writing).

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 which 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.