



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/8/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Assistant Director, Learning for Life
Status: Full Time (35 hours per week), Calendar Year (May involve evening and/or weekend work as required)
Grade: 11
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports to: Director, Learning for Life

PRIMARY PURPOSE:

The Learning for Life Assistant Director will work with the Director to ensure that all Learning for Life (L4L) network goals and objectives to support underrepresented students to complete college are realized. The Assistant Director will oversee, coordinate, and facilitate day-to-day network operations and activities including triage of emergent student concerns and linkage to emergency resources. The Assistant Director's duties include financial management from multiple funding sources; oversight of special projects; student outreach and recruitment; student worker/ graduate assistant/ intern development and supervision; timely reporting; and coordination of training and other network activities.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Represent the Director in the absence of the Director in order to insure continued efficient and effective operation of the office
- Supervise and support all L4L student workers including assignment of Scholars with Navigators; identify Navigator focus areas; coordinate and maintain the case management intervention system.
- Develop, review, evaluate, and implement all network operating policies.
- Design and ensure implementation of data collection, service coordination and reporting systems, including student needs assessment, network eligibility, record-keeping, and service planning.
- Provide clinical intervention, planning, and monitoring with students who present chronic or emergent support needs; support and ensure follow-up through a network of Navigators.
- Collaborate with L4L team to implement annual network goals and objectives; schedule, plan, and facilitate regular meetings.
- Work with L4L partners, including community partners such as College Crusade and College Visions, to maximize resources, develop new collaborative projects, and strengthen L4L relations.
- Lead development, updating, and implementation of marketing materials, communications, the website, and social media.
- Plan L4L events and activities and coordinate communications to relevant audiences to assure growing participation.
- Work with faculty partners to implement Navigator internship opportunities and ensure holistic support to all students served.
- Develop coordinated, effective methods and tools for communication among all program participants to document program outcomes and develop reports.
- Work as part of an interdisciplinary team with campus and community partners to provide holistic

service for students, participating in college committees, etc.

- Monitor L4L expenditures and coordinate accounting activities including purchasing and student payroll.
- Effectively communicate and model the values, vision and mission of the network and Rhode Island College.

Occasional Job Functions:

- Be available to work some evenings and weekend hours, as required.
- Perform other duties and responsibilities as assigned by the Director, Learning for Life.

REQUIRED QUALIFICATION STANDARDS:

Education:

MSW degree or Master's degree in a relevant field.

Experience:

Three years of demonstrated experience in program and grant management.

Skills, Knowledge, and Abilities:

- Progressive leadership and supervisory skills.
- Ability to work effectively with a diverse group of faculty, staff and students.
- Strong written and oral interpersonal and communication skills.
- Demonstrated project and grant management experience.
- Ability to handle details, prioritize multiple activities in multiple projects in an accurate and timely manner.
- Demonstrated proficiency in budget management.
- Experience preparing data and writing program reports.
- Proficiency in basic computer applications.
- Experience collaborating on interdisciplinary teams.
- Strong respect and desire to support diverse and inclusive communities.

PREFERRED:

- Experience working in a higher education setting.
- Experience collaborating on interdisciplinary teams.
- 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.