



**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: No

Title: Vice President, Administration and Finance
Status: Full-time, continuing (35 hrs/week)
Grade: N/A
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: President

PRIMARY PURPOSE:

The Vice President is responsible for the management, direction, control, and coordination of administrative and financial activities of the Division of Administration and Finance. The incumbent's primary mission is to provide administrative services to the college, (including Information Technology, Human Resources, Security, Facilities and Operations, Donovan Dining Center and in partnership with VP for Student Success oversight of Residential Life & Housing); to direct the development of the budget, to allocate fiscal resources, and to manage the elements of fiscal accountability; and to oversee renovation and maintenance of facilities necessary to accomplish the college's mission.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Assume responsibility for the supervision of personnel and oversight of the activities of the offices of the Division of Administration and Finance.
- Allocate fiscal resources, and manage the elements of fiscal accountability necessary to accomplish the College's mission.
- Supervise and direct all activities related to capital projects, renovation, and maintenance of facilities.
- Serve as principal advisor to the President and other executive officers of the College on all administrative and financial functions and activities.
- Establish, subject to the approval of the President, goals and objectives for the Division in all key areas for which the Division has responsibility.
- Manage and direct the activities and functions of all offices comprising the Division to ensure positive and cohesive support of the College's mission and agenda.
- Supervise and administer personnel functions and responsibilities relative to the Division in accord with College personnel policies and appropriate collective bargaining agreements.
- Plan for fiscal stability and employ related business affairs strategies vital to the successful achievement of the college's mission and strategic plan.
- Advise and assist the President in communicating administrative and financial matters to the Board of Education, the Office of the Postsecondary Commissioner, and other public and private agencies external to the College.
- Direct the management and development of the annual budget and the five-year capital improvement plan. Coordinate and supervise the budget and fiscal functions performed by directors within Administration and Finance.

Occasional Job Functions:

- Perform other duties and assignments as required by the needs of Rhode Island College.
- Perform other duties and responsibilities as assigned by the President.
- Travel as required, in order to participate in meetings and conferences.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree in a field appropriate to the responsibilities of the position *OR* Certified Public Accountant (CPA).

Experience:

At least five years in senior higher education administration including significant proven experience in supervision and upper-level management that demonstrates success in administrative, fiscal, facilities, and human resources management.

Required Skills, Knowledge, and Abilities:

- Demonstrated ability to plan for fiscal stability and employ related business affairs strategies vital to the successful achievement of the college's mission and strategic plan.
- Ability to supervise and work well with others, evidence of problem-solving ability, and management skills.
- Strong working knowledge of financial, budget, accounting, and other related fiscal expertise to ensure compliance with regulations and effective support of the college's mission.
- Knowledge of computer technology in order to carry out activities of the Division of Administration and Finance.
- Strong initiative, organizational and leadership skills; evidence of good oral and written communication skills.
- Demonstrated commitment to diversity, inclusion, and equity.

PREFERRED:

- Doctoral degree or terminal degree.
- Experience with overseeing renovation and construction projects.
- Knowledge of computer-based financial systems utilizing fund accounting principles and knowledge of federal and state guidelines regarding contracts and grants.
- Collective bargaining experience.
- 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 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.