UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Center for Human Services

DIVISION: Academic Affairs (Human Science and Services)

REPORTS TO: Dean, College of Human Science and Services

GRADE: 13

SUPERVISES: Clerical support staff, professionals, and consultants

BASIC FUNCTION:

Provide leadership, strategic direction, administrative management and assessments of the Center for Human Services’ initiatives and staff, and work closely with a range of stakeholders to develop and support the educational, research and outreach activities of the College of Human Science and Services. (The Center is a self-supported research and evaluation enterprise that engages with a broad range of educational and human service organizations, most commonly on a contract basis.) Direct and oversee planning for the Center, and secure public and private funding for the support and expansion of the Center. Work to enhance collaboration to create innovative initiatives that support the University and the College of Human Science and Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and continually refresh the long-term vision for the Center and the campus-wide efforts to expand research and outreach capacity.

Develop an organizational structure reflective of the University’s philosophy and the strategies, structures, operations, and resources necessary to achieve the Center’s vision.

Work with staff, professionals and consultants to develop and execute overall strategies and approaches to support the work of the University, the College, and stakeholders.

Develop and maintain internal and external relationships and engagements necessary to inform and advance the Center’s work.

Provide ongoing communication to staff and stakeholders of overall trends, needs and opportunities.

Oversee and continually improve operational aspects of the Center.

Develop and maintain financial resources.

Support faculty in the development of grant proposals and evaluation plans.
Develop and maintain strong working relationships with various RI State departments, higher educational institutions and community-based organizations.

Provide training and development, program evaluation, curriculum development, organizational development, coaching and consultation services to the University on a contract basis and to Rhode Island State departments, other higher education institutions and community-based organizations.

Respond to and participate in RI State departments’ initiatives, provide oversight as required, develop program planning, and monitor and assess behavioral outcomes.

Facilitate large-scale retreats, strategic planning sessions and other organizational initiatives.

Participate in the College’s committees and meetings as necessary.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as assigned by the Dean.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in education or similar field; minimum of five years of relevant strategic development, leadership and management experience; demonstrated outreach focus, initiative and record of developing and executing an organizational change agenda; experience with data-driven decision making; strong operational skills, including knowledge and use of technology; demonstrated success in writing funding proposals and conducting program evaluations; demonstrated success in managing large-scale, multi-year grants and evaluation plans; demonstrated knowledge of the methods, procedures, and techniques of directing a staff development and training program for administrative, professional, technical and clerical staff; demonstrated knowledge of adult learning principles and practices; demonstrated knowledge of organizational development principles and practices including, but not limited to, appreciative inquiry, succession planning, coaching, team building, strategic planning, large group interventions, mentoring, performance appraisal, quality assurance, and leadership development; skill in using a variety of assessment instruments including, but not limited to, Extended DISC and EQ; demonstrated strong supervisory and leadership skills; demonstrated awareness and knowledge of the broader human services, educational and child welfare communities, and ability to maintain and sustain relationships with these community partners; demonstrated collaborative work style, with ability to work...
with and build collaborations with diverse communities; demonstrated organizational and group facilitation skills; demonstrated strong interpersonal, presentation, and oral and written communication skills.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.