



State of Rhode Island and Providence Plantations
Council on Postsecondary Education
OFFICE OF THE POSTSECONDARY COMMISSIONER

560 Jefferson Boulevard Suite 100
Warwick, Rhode Island 02886-1304

Enclosure 7h2
December 2, 2015

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To: Council on Postsecondary Education

From: Commissioner Jim Purcell, Ed.D.

Date: November 18, 2015

RE: Request of the System Personnel Review committee (SPRC)-
Business Administrator (RICDIAMC)

Background:

The Rhode Island College Design, Innovation and Advanced Manufacturing Center (RICDIAMC), located in Whipple Hall on the Rhode Island College campus, is an educational resource focused on employing transformational technologies to serve the needs of business and industry through education and training opportunities and to build the STEM pipe line of future professionals.

The RICMIAMC has the capabilities to provide educational programs and training in additive manufacturing (3D printing-photopolymerization and fuse deposition molding); 3D scanning; flexible manufacturing systems; Computer Numerical Control systems (CNC); digital precision measurement; computer aided design (CAD), and pneumatics systems.

- Establish new workforce training policies by working with businesses and government leaders, and educators.
- Facilitate conversations with business and government leaders and educators in creating advanced manufacturing workforce training curricula.
- Coordinate interactions with High Schools, employers and labor organizations interested in creating new workforce training programs and apprenticeships.

As a result of that review process, the System Personnel Review Committee is recommending that the Council approves the following:

At Rhode Island College:

Business Administrator-The Rhode Island College Design, Innovation, and Advanced Manufacturing Center (RICDIAMC)

Motion:

THAT the Council on Postsecondary Education approves the following System Personnel Review Committee's recommendation.

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**RHODE ISLAND COLLEGE
NON-CLASSIFIED CHANGE IN POSITION REQUEST FORM**

Date of Request: October 16, 2015
 Current Title: n/a (new)
 Department: Professional Studies and Continuing Education
 Pay Grade: n/a

Salary Range:	Union Status:	Yes	No	X
Union Appeal:		Yes	No	X
Administration Action:		Yes	X	No

REQUEST:

A. Reclassify to:

Title:
 Pay Grade: Salary Range:

B. Upgrade to:

Pay Grade: Salary Range:

C. Establish New Classification:

Title: Business Administrator – The Rhode Island College Design, Innovation, and Advanced Manufacturing Center (RICDIAMC)

Pay Grade: 17 Salary Range: \$71,777 - \$155,078

D. Title change:

Pay Grade: Salary Range:

Reason/Justification for request: The Rhode Island College Design, Innovation and Advanced Manufacturing Center (RICDIAMC), located in Whipple Hall on the Rhode Island College campus, is an educational resource focused on employing transformational technologies to serve the needs of business and industry through education and training opportunities and to build the STEM pipe line of future professionals.

The RICDIAMC has the capabilities to provide educational programs and training in additive manufacturing (3D printing – photopolymerization and fuse deposition molding); 3D scanning; flexible manufacturing systems; Computer Numerical Control systems (CNC); digital precision measurement; computer aided design (CAD), and pneumatics systems.

The RICDIAMC's established and emerging partnerships will connect Rhode Island business and industries with students and educators in K-12 and higher education through the implementation of innovative skills training programs using the high-technology available in the Center. The RICDIAMC works to develop opportunities to meet current and future needs of tomorrow's workforce by educating and training future STEM/STEAM professionals and business leaders. The Center will:

- Establish new workforce training policies by working with businesses and government leaders, and educators.
- Facilitate conversations with business and government leaders and educators in creating advanced manufacturing workforce training curricula.
- Coordinate interactions with High Schools, employers and labor organizations interested in creating new workforce training programs and apprenticeships.

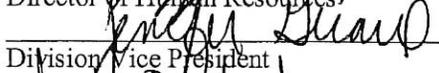
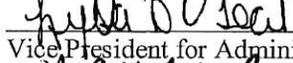
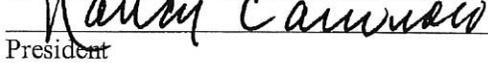
Enclosed are the following documents:

- Old position description: n/a
- Organization chart: ✓

New position description: ✓

Summary of differences between old and new position description: n/a

Approved by:

	10/19/15
Director of Human Resources	Date
	10/20/15
Division Vice President	Date
	10/22/15
Vice President for Administration and Finance	Date
	10/23/15
President	Date



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

PROPOSED: October 16, 2015

Title: Business Administrator – The Rhode Island College Design, Innovation, and Advanced Manufacturing Center (RICDIAMC)
Status: Full-time, 35 hours per week (May require occasional after-hours travel and weekend work hours)
Grade: 17
Union: Non-Union (BOG- Board of Education)
Reports To: Associate Vice President, Professional Studies and Continuing Education

PRIMARY PURPOSE: The RICDIAMC's Business Administrator must seek out and attract advanced manufacturing opportunities that meet the RICDIAMC's business development objectives. The Business Administrator will fund-raise for the Center in order for it to become sustainable and a source of revenue for Rhode Island College. This individual will establish and maintain the RICDIAMC's business and financial records, as well as create protocols for contract development and fulfillment for RICDIAMC's clients. He/she will work closely with the Center's business and industry partners to ensure that they have successful experiences with the services provided and the products developed with the technology in the Center.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Manage all projects established by the center.
- Play a significant role in the long-term planning and execution of initiatives to grow revenues and increase productivity.
- Assist in developing a menu of skills trainings with RIC faculty and staff; to foster new workforce training programs to grow existing companies; implement economic development initiatives with Secretary of Commerce and Commerce RI by identifying programs and initiatives that will help position Rhode Island for increased manufacturing; foster business development growth and expansion among small to medium size manufacturers, entrepreneurs and start-ups.
- Create on-going partnerships which will connect Rhode Island business and industries with students and educators in K-12 and higher education.
- Develop the Center's strategic plans and with approval from RIC's administration; implement these plans with the Center's team.
- Plan and coordinate all business interaction activities such as responses to client requests for proposals (RFPs) and inquiries, continuous client follow up, and problem resolution.
- Establish metrics, cost monitoring, and reporting systems and procedures to ensure accountability for projects and training.
- Develop and maintain annual budget.
- Analyze blueprints/mechanical drawings and other documentation to prepare time, cost, materials, and labor estimates.
- Meet with vendors and various subcontractors to negotiate rates with service professionals and suppliers.
- Establish a framework to support fact-based decision-making and a culture of accountability for delivering results.

Occasional Job Functions

- After-hours travel and working weekends.
- Perform other duties and responsibilities as assigned by the Associate Vice President, Professional Studies and Continuing Education.

REQUIRED QUALIFICATION STANDARDS:

Education: Master's Degree in a field related to manufacturing, engineering, design, marketing, quality assurance/quality control disciplines.

Experience:

- Five years of experience involving product/project management, product design, marketing, and collaborating with other fields associated with the manufacturing industry;
- Strong proven ability to analyze equipment, utilities, production processes and implement safety, quality and productivity improvements.

Required Skills, Knowledge and Abilities:

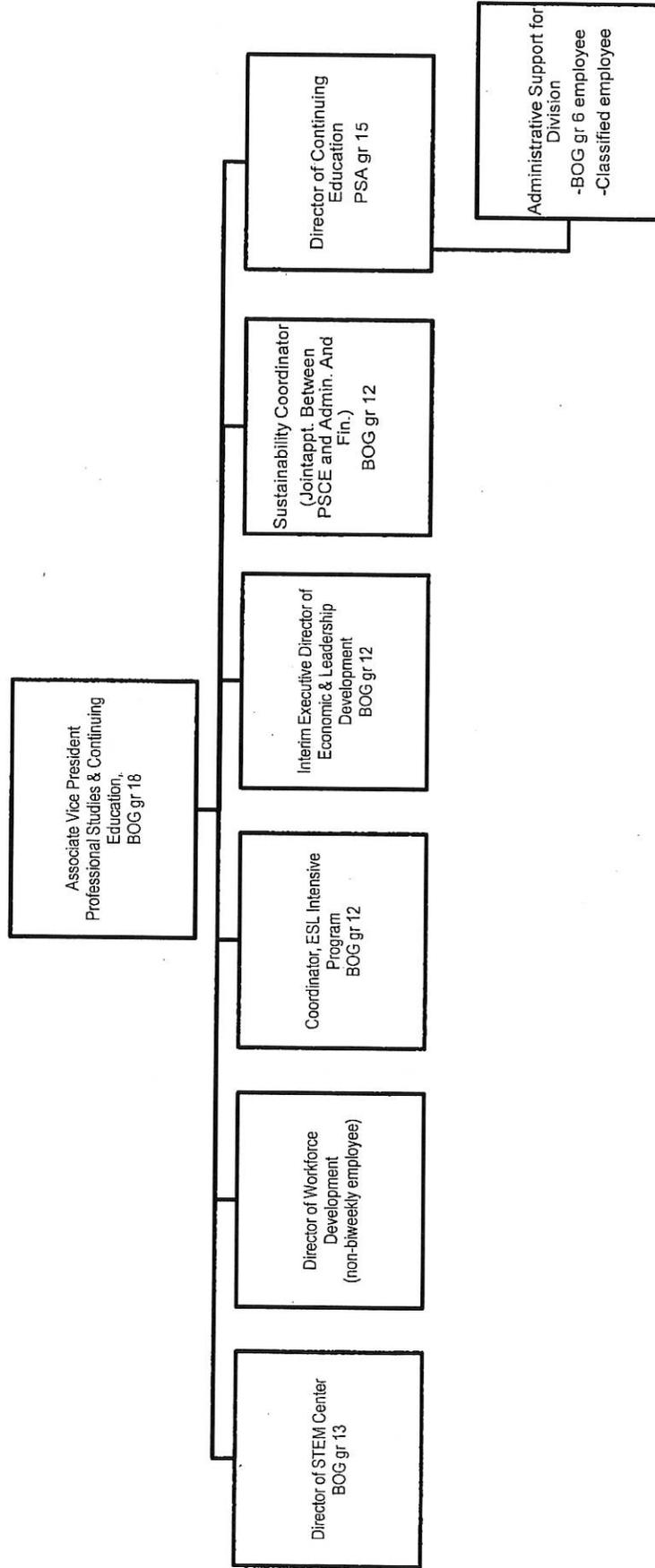
- Proven successful marketing/branding of manufacturing products and processes.
- Ability to work independently and as a member of various teams and committees;
- Proven ability to manage multiple projects and meet deadlines;
- Ability to manage priorities and day-to-day workflow.
- Effective verbal, written, and listening communication skills and presentation skills;
- Knowledge of computer systems and software systems such as Microsoft suite (Word, Excel, PPT, Outlook, Projects) and other similar software systems.
- Knowledge of SolidWorks.
- Knowledge of 3D printing, CNC, CAD/CAM, machining, and finishing.
- Ability to establish and carry out departmental or organizational goals, policies and procedures.
- Ability to negotiate or approve contracts and agreements.
- Ability to analyze financial statements, transaction reports and performance indicators.
- Ability to work outside of regular hours in cases of out-of-state travel.

ENVIRONMENTAL CONDITIONS: The employee is not exposed to known adverse environmental conditions other than those of working in a manufacturing setting and may be exposed to the following: adverse weather conditions such as rain, snow during required travel.

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 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.

Professional Studies and Continuing Education Rhode Island College Current Org Chart 10/20/15



Professional Studies and Continuing Education Rhode Island College Proposed Org Chart 10/20/15

