UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Dean, Arts & Sciences/Instruction

DIVISION: Academic Affairs

REPORTS TO: Dean, College of Arts & Sciences

GRADE: 14

SUPERVISES: Clerical support staff

BASIC FUNCTION:

Support undergraduate majors in the College of Arts & Sciences; assist the dean in the administration of the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the academic advising of A & S undergraduate students, including discussing college programs with current and prospective students and their parents; work with support services (i.e., Counseling Center, Career Counseling, Handicapped Services) to provide help for student with non-academic problems; keep faculty and administrators informed regarding new legislation affecting students; serve as a resource for departmental advisors.

Evaluate transcripts for all transfer students majoring in A & S programs and for undecided students in University College: determine URI course equivalency and each course's place in the student's program (i.e., general education, major, free elective).

Supervise the updating of all undergraduate A & S student files.

Coordinate submission of student petitions to the A & S Scholastic Standing Committee: call and attend all meetings; serve as resource person regarding student records and pertinent university legislation affecting the committee's decisions.

Update the Academic Program Report (computerized degree audit) for all A & S programs, including creating new catalogs in the system and entering all individual student modifications. Act as resource person to other colleges on campus in developing their APR programs.

Coordinate with the Registrar to certify that athletes are making satisfactory progress toward graduation as defined by the NCAA.
Review and evaluate graduation worksheets and clear students for graduation.

Provide administrative support for the College Curriculum Committee: assist departments in preparation of curriculum proposals; prepare agendas, call and attend all meetings of the committee; maintain curriculum records; prepare reports for distribution to the college faculty, the Faculty Senate Curricular Affairs Committee and the Graduate Council.

Provide administrative support for the Basic Liberal Studies Committee; call and attend all meetings of the committee; maintain records; prepare reports for distribution to the college faculty and the University College and General Education Committee.

Contribute to student recruiting and retention efforts, including transfer fairs at the Community College of Rhode Island, "Meet the University" weekends, freshmen and transfer student orientation sessions, and other events designed for potential students, new freshmen, transfer students and their families.

Supervise the collection of enrollment and committee data for the college's annual report; assist in the writing of the report.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in all meetings of the Registrar's Advisory Committee and serve on appropriate subcommittees of that committee.

Provide administrative support for the College Nominating Committee; i.e., determine upcoming vacancies on college and university committees; compile a list of eligible faculty; assist the committee in preparation and distribution of the ballot.

Coordinate and participate in college commencement ceremony by preparing college program, arranging reception for graduates and their families, and assisting in diploma distribution.

Update the Arts & Sciences section of the Undergraduate Bulletin, incorporating approved course and curriculum revisions and staff changes.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.
QUALIFICATIONS:

Master's degree required, preferably in an area related to the College's programs; additional graduate work preferred. Knowledge of academic regulations and procedures governing faculty, staff and students. Knowledge of student records and rules governing academic requirements. Necessary skills include accuracy; attention to detail and computer skills. This position requires that the incumbent possess the ability to communicate effectively verbally and in writing and be able to organize, coordinate and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills and be able to prepare and deliver verbal presentations before small, medium and large groups of people.

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