UNIVERSITY OF RHODE ISLAND
Position Description

TITLE:          Assistant Dean, Business Administration

DIVISION:       Academic Affairs

REPORTS TO:     Dean, College of Business Administration

GRADE:          14

SUPERVISES:     Professional, technical and clerical staff

BASIC FUNCTION:

Supervise and coordinate the recruiting and advising of undergraduate students. Troubleshoot and resolve student personnel issues, including scholastic, transfer and graduation issues. Provide institutional research services for the College. Responsible for budget preparation and facilities management, and for supervising office personnel and technical staff in the absence of the Dean.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and coordinate the recruiting and advising of undergraduate students.

In collaboration with the Dean and the Associate Deans, prepare the College’s budget. Monitor all College expenditures.

Responsible for evaluating transfer credits and for certifying students for graduation.

Work with Career Services and other University departments to establish and maintain effective academic advising and career development programs.

Work with Career Services, the corporate community, and the College’s Internship Coordinator to identify internship opportunities.

Manage the College’s scholarship funds and award programs.

Manage the College’s advertising programs. Participate in the development of the college’s marketing programs and materials, and be responsible for reviewing and updating the College’s brochures and catalogs.

Serve as liaison to selected external agencies, organizations and businesses.

Coordinate College committees.
OTHER DUTIES AND RESPONSIBILITIES:

Assist the Associate Deans with special projects related to their areas of responsibility.

Represent the Dean on various committees.

Assist the Dean in accreditation maintenance and in compiling College data.

Perform other administrative duties assigned by the Dean.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; 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 business administration or a related field with graduate courses in administration; budgeting and administrative experience; a minimum of five years of experience in higher education administration in a division of academic or non-academic student affairs; experience working with diverse student populations; superior computer, written and oral communication skills; supervisory experience; ability to function independently and collaboratively in a complex academic environment with minimal supervision; ability to interpret institutional and College policies, rules and regulations; ability to prepare and present detailed studies and reports. Preference given to candidates familiar with and able to use PeopleSoft and E-campus software.

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