Position Description

UNIVERSITY OF RHODE ISLAND

TITLE: Assistant Dean, Human Science and Services

DIVISION: Academic Affairs

REPORTS TO: Dean, College of Human Science and Services

GRADE: 14

SUPERVISES: Professional, technical and other support staff

BASIC FUNCTION:

Has primary responsibility for (1) assisting and advising undergraduates with their programs of study as they enter the College, change majors, seek readmission, and prepare for graduation, (2) working with College administrators, via e-campus queries, to provide data and reports, and (3) as needed, providing e-campus training and support for College faculty members and staff. As required, will teach one course.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Advise undergraduate student majors and potential majors in the College of Human Science and Services.

Assist students at time of entry, transfer from University College, change of major, seeking readmission and preparation for graduation. Answer daily questions regarding status, requirements, courses; talk with prospective students and their parents.

Evaluate transcripts of new transfer students and continuing students completing summer session and in absentia work at other institutions. Enter data of transfer credits and of major/concentration changes in e-campus. Review records of student athletes for eligibility.

Review HSS students at the end of each semester regarding dismissals, probation, and conditional status. Notify students of status and appeals procedure.

Supervise maintenance of current student files and lists. Provide summary and analysis of student data.

Conduct degree audits for graduating seniors. Certify qualified students for graduation.

Attend curriculum delivery meetings prior to the beginning of each semester. Seeks input from College and departments regarding course enrollment figures related to admissions projections and provides data and reports.
Assist the faculty in complying with the regulations and procedures adopted by the College and University. Assist faculty with e-campus issues, e.g., grade input, permission numbers, roster access.

Train faculty advisers from the College for e-campus responsibilities such as transcripts and advising reports.

Serve as member of and support the work of the Scholastic Standing Committee.

Serve as member of University Graduation Committee.

Serve as liaison with Enrollment Services on matters such as correcting course schedules.

Compose letters, forms, and memos. Develop materials for students and prospective students, advisors and external audiences.

Attend College faculty, management team, and Registrar's Advisory Council meetings as required. From time to time represent the College as required.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in College and University projects designed to support undergraduate student academic matters.

May be required to teach a course.

Perform other duties as required.

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:

A minimum of a Master's degree required, preferably in an area related to the College's programs (communicative disorders; education; human development and family studies; kinesiology; textile marketing; textiles, fashion merchandising, and design), and demonstrated success in working with undergraduate students and their academic programs of study. The following are required: knowledge of academic regulations and procedures governing faculty, staff and students; knowledge of student records and rules governing academic requirements; ability to communicate effectively orally and in writing, and to organize, coordinate and supervise support staff; strong interpersonal skills. Necessary skills include computer skills (must be fluent in e-campus); accuracy; attention to detail. Must be able to interpret institutional policies, plans, objectives, Rules and regulations and to communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports, and to make recommendations concerning the substance of the studies and reports.
Must be able to prepare and deliver oral presentations before small, medium and large groups of people.

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