UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, ASFCCE/LEAP

DIVISION: Academic Affairs (ASF College of Continuing Education)

REPORTS TO: Associate Dean, ASF College of Continuing Education

GRADE: 7

SUPERVISES: Professional, technical, clerical and support staff

BASIC FUNCTION:

Oversee the Access and Retention Program within the Alan Shawn Feinstein College of Continuing Education's (ASFCCE) Learning Enhancement for Adults Program (LEAP).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee the Access and Retention Program within ASFCCE's Learning Enhancement for Adults Program (LEAP). Provide assessment, advising and support services to students in conjunction with Office of Student Services.

Coordinate minority/non-traditional recruitment services at the ASFCCE.

Serve as liaison between ASFCCE and external organizations serving minority and disadvantaged populations.

Serve as a member of the Dean's Administrative Team and various internal and external committees as requested.

Serve as an advocate for non-traditional students in the admission process.

Serve as a liaison to the College Readiness, Gateway, and Talent Development Programs to further networking in recruitment and retention of students.

Gather data relating to the enrollment of minority students annually, and report to the Associate Dean.
OTHER DUTIES AND RESPONSIBILITIES:

Responsible for budget planning and management for the program.

Research funding opportunities for the support of special outreach program.

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:

Bachelor's degree in education, psychology, sociology or related field and three years of relevant experience required; master's degree preferred. Must have at least one year in a supervisory, administrative or teaching capacity in an educational or human services environment. Must possess the ability to communicate effectively verbally and in writing and be able to organize, coordinate and supervise support staff. Must possess strong interpersonal skills. Knowledge of various software application programs required. Experience working with culturally diverse populations preferred.

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