UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Cluster Hire Initiative

DIVISION: Academic Affairs (Provost’s Office)

REPORTS TO: Special Assistant to the Provost for Academic Planning

GRADE: 7

SUPERVISES: N/A

BASIC FUNCTION:

Reporting to the Special Assistant to the Provost for Academic Planning, the incumbent is responsible for working with various groups of faculty to assist in planning, organizing and carrying out the daily administrative and operational support functions pertaining to the newly-created Cluster Hiring Initiative in Academic Affairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Carry out the various administrative tasks necessary in the implementation of the new cluster hiring program, including budget development and search processes to hire faculty across four different academic clusters.

Serve as liaison from the Office of the Provost to provide coordination of financial matters pertaining to the administration of the Cluster Hiring Initiative. Responsible for reconciling the budgets and accounting records to ensure proper utilization of the funds allocated to support the new initiative.

Work with faculty involved in the Cluster Initiative, supporting them in a variety of activities related to the implementation of this new program.

Provide Web-based reporting and support for the Cluster Initiative, including the development of a Web page to host all Cluster-related information. Determine and compose content for the Web page, and ensure regular and timely posting of all Cluster-related information to the site.

Responsible for coordinating Cluster Hiring Initiative meetings, taking minutes at various meetings, and for writing up meeting reports and posting them to the Cluster Website.

Responsible for receiving, collating and compiling feedback related to the Cluster Initiative and search processes, and for making recommendations to the Special Assistant to the Provost based on the feedback.
Prepare reports in PowerPoint and Excel, and compile data as needed by the Provost’s Office. Provide data and analysis relating to both regular and ad hoc reports, and provide written progress reports to both the Provost and the Special Assistant to the Provost on a regular basis.

Handle information of a sensitive and confidential nature. Interface frequently with the Office of Human Resource Administration and with the Office of Budget & Financial Planning.

OTHER DUTIES AND RESPONSIBILITIES:

As necessary, draft documents and correspondence for the Special Assistant to the Provost regarding not only the Cluster Initiative, but other programs that are under the aegis of the Provost’s Office.

Perform related duties as assigned by the Special Assistant.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook).

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor’s degree; minimum of one year of experience in a financial setting at a college or university with responsibility for budgeting and/or fiscal work; demonstrated experience using Microsoft Office Suite, including Excel, PowerPoint, and Word; demonstrated experience using graphics and presentation software to create presentations and reports; demonstrated strong writing skills; demonstrated ability to understand budget concepts; strong interpersonal skills and ability to communicate effectively verbally and in writing; demonstrated ability to organize and coordinate multiple projects, work independently, and to balance multiple priorities; ability to interpret institutional policies, plans, objectives, rules, and regulations.

PREFERRED: Experience in a financial setting at URI utilizing PeopleSoft financials; experience in the preparation of year-end financial reports.

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