UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, College of Nursing/Academic Affairs & Research Administration

DIVISION: Academic Affairs (Nursing)

REPORTS TO: Assoc. Dean, Academic Affairs/ Director, Finance and Administration

GRADE: 8

SUPERVISES: Support staff, graduate and undergraduate students

BASIC FUNCTION:

Reporting to the Director and Associate Dean for Academic Affairs, the incumbent is responsible for coordination of the administrative and operational business of the academic and research programs of the College of Nursing. Provide critical analysis of data for use by the college. Assist in coordination of academic and research-related activities essential for the efficient functioning of the College of Nursing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Carry out the various administrative and financial tasks in the academic and research arms of the college including academic program activities, budget development, data analysis and daily monitoring of assigned projects.

Work with Associate Dean of Academic Affairs to support the academic program including coordination of applications, student program plans, graduation activities, and graduate school forms. Maintain student records and databases, and coordinate academic reports. Assist with academic program activities related to marketing and recruitment, and financial aspects of traineeships and graduate assistantships.

Work with faculty involved in research, supporting them in a variety of activities related to the implementation of their projects both pre- and post-award. Assist in on-line reporting requirements and support for both research and graduate programs.

Provide coordination of financial matters pertaining to the academic administration of the College. Responsible for reconciling the budgets and accounting records to ensure proper utilization of the funds allocated, funded research, match commitments and other financial resources including federal, state, foundation and private resources. Monitor assigned accounts and maintain accurate financial records utilizing the PeopleSoft system. Prepare and maintain Excel spreadsheets for financial reporting and analysis.
Assistant in the preparation of specialized financial reports and analyses including allocations, mid-year reviews, agency specific reporting. Assist with the preparation of academic programmatic reports both regular and ad hoc reports as directed, and compile data as needed by the Dean, Associate Dean, or the Director’s Office.

Interact with the College’s Business Office and liaison with other University offices when appropriate including the URI Graduate School and Sponsored Research.

Supervise and coordinate the work of subordinates, including students.

OTHER DUTIES AND RESPONSIBILITIES:

Perform related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook), Grant support software (Cayuse).

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor’s degree; minimum of three years of academic, finance, research, business, or public administration experience in a complex setting; ability to multitask in a fast-paced environment; demonstrated ability to work with minimal supervision in a deadline-driven environment; demonstrated ability to balance multiple priorities; demonstrated experience with analyzing large data sets; demonstrated ability to understand budget concepts; demonstrated experience managing multiple, large financial resources and budgets; demonstrated experience with pre- and post-award (grant) administration; demonstrated experience using graphics and presentation software to create presentations and reports; demonstrated experience using Microsoft Office Suite, including Excel, PowerPoint, and Word; demonstrated strong writing skills; demonstrated strong interpersonal skills; demonstrated ability to communicate effectively verbally and in writing; ability to interpret institutional policies, plans, objectives, rules, and regulations; demonstrated ability to supervise support staff, including students; demonstrated ability to work with diverse groups.

PREFERRED: Experience in a higher educational setting; Experience utilizing PeopleSoft software including student, human resource and financials modules; Experience working with undergraduate and graduate students.

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