UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Student Life

DIVISION: Student Affairs

REPORTS TO: Assistant Vice President, Student Affairs & Dean of Students

GRADE: 14

SUPERVISES: Professional, clerical, and student staff

BASIC FUNCTION:

Promote a safe learning environment that is conducive to student growth. Direct and enhance an innovative, proactive, and responsive student conduct system. Provide services and advocacy for commuter students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in the overall management of the Office of Student Life.

Supervise professional and student staff to accomplish the core goals of Civility Education, Substance Abuse Prevention Services, Student Conduct, and Commuter Affairs.

Develop and execute the Office of Student Life assessment efforts related to the Academic and Division plans, utilizing best practices related to student learning outcomes.

Lead the Office of Student Life efforts to support populations including the Providence CCE students, veterans, non-traditionally aged students, as well as on-line students.

In conjunction with the Assistant Director, Violence Prevention & Advocacy Services (Civility Education), develop and implement intervention strategies and training on classroom civility, hazing, uncivil student behavior and related subjects.

In conjunction with the Assistant Director of Substance Abuse Prevention, develop, implement and assess campus-wide strategies that reduce harmful impacts of alcohol and other drug use.

Manage budgets, including the student conduct fine account, commuter housing account, and related institutional funds.

Serve as a resource to the University’s Threat Assessment Team.
Provide oversight for all student-related discipline, ensuring consistency and fairness.

Work with community to develop and enforce community standards and oversee the Student Handbook revisions in accordance with the University Manual.

Provide leadership development, disciplinary counseling, advising and problem-solving assistance to students.

Investigate allegations of student misconduct and academic dishonesty.

Hear cases administratively and refer cases to appropriate hearing administrators/panels.

Collaborate with Student Affairs staff, Academic Affairs colleagues, URI PD, and other key campus constituents.

Collect and analyze data regarding student conduct and the judicial system.

Design and implement data-based prevention programs and assessment-based improvements.

Recruit, train, and advise hearing panels consisting of faculty and staff, as well as undergraduate and graduate students.

Develop, coordinate, and evaluate programs and services for commuting students.

Take a leadership role in promoting positive University-town relations, working with students and related programs.

Develop supplemental funding sources for the expansion of supportive and education services.

Actively participate in policy and program decision making for the department and the division.

OTHER DUTIES AND RESPONSIBILITIES:

Provide coverage for the Assistant Vice President/ Dean of Students in his/her absence.

Work evenings and weekends when necessary.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software; demonstrated ability to work evenings and weekends when necessary.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.
QUALIFICATIONS:

REQUIRED: Master’s degree; 7 years’ professional experience with demonstrated increasing responsibility, and which includes at least 4 years of professional experience in higher education; demonstrated experience with dispute resolution, mediation and/or student conduct issues; demonstrated awareness and sensitivity to the issues of college-age students; demonstrated sophisticated understanding of issues of diversity; evidence of collaborative work style; demonstrated experience collecting and analyzing data and applying results; demonstrated ability to maintain open and effective working relationships with students, staff, faculty, administrators, parents, neighbors; a demonstrated record of attention to detail and strong organizational skills; demonstrated experience facilitating, training, and supervising; demonstrated innovativeness and resourcefulness; ability to work evenings and weekends when necessary; ability to communicate effectively verbally and in writing, and to organize, coordinate, and supervise support staff; ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others; ability to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports; strong interpersonal skills.

PREFERRED: Ph.D.

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