UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, University College/New Student Programs

DIVISION: Academic Affairs (University College)

REPORTS TO: Dean, University College and Special Academic Programs

GRADE: 13

SUPERVISES: Professional, technical, and clerical support staff

BASIC FUNCTION:

Responsible for providing leadership in programs and services to create a distinctive freshman year experience. Responsible for developing and administering first year seminar courses, orientation, and other supporting programs. Participate as an active team member with other University College staff, faculty, and students, to develop programs and services contributing to University College's mission in a variety of ways, including advising students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Direct, staff, and oversee the orientation programs for new students and their parents.

Supervise the Coordinator of the Students in Transition Center, including Early Alert programs and services for transfer students.

Collaborate with University College staff to deliver support programs such as mentor selection, training and development, programs for academic skills and success (PASS), and the work of the Academic Enhancement Center.

Provide leadership in developing programs and services to create a distinctive freshman year experience, and to enhance the academic and personal development of students.

Serve as a liaison between University College and Admissions and between University College and groups offering specialized orientation programs such as those for international students, multicultural students, transfer students and the like.

Work with the Office of Institutional Research in designing mechanisms for gathering essential information about new students and communicating information about an incoming class to the University community.
OTHER DUTIES AND RESPONSIBILITIES:

Advise the freshman honor society, Phi Eta Sigma.

Provide a liaison between the University and the parents of its first year students through a variety of initiatives. Work with the Development Office in the growth and development of the Parents' Fund.

Assume other duties and responsibilities as assigned by the Dean.

LICENSES, TOOLS AND EQUIPMENT:

Excel, Word, Filemaker, Access, PeopleSoft, and other database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

The following are required: Master's degree; three years of experience as a professional in higher education new student programs/orientation or similar programs; experience with first year seminar courses; some experience with college level teaching. Evidence of the following required: excellent writing skills; creativity and the development of innovative programs; experience in working with a multicultural population. This position also requires demonstrated ability to communicate effectively verbally and in writing, to plan and deliver programs, to organize, coordinate, and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others. Must be able to prepare and present detailed studies and reports, possess strong interpersonal skills, and be able to prepare and deliver oral presentations before various sized groups. Required computer skills include Excel, Word, and database. Experience in research methodology highly desirable.

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