UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Planning Services, Professional Development & Executive Assistant to the President

DIVISION: President

REPORTS TO: President

GRADE: 17

SUPERVISES: Professional and administrative support staff

BASIC FUNCTION:

Report to the President and have direct responsibility for the development of a systematic, broad-based interrelated planning process which will aid the institution in moving from the point of vision to implementation. This University-wide process will incorporate current and future academic, financial, development, human resources and facilities planning processes. Lead the development of a strategy for communicating and evaluating progress toward this goal. Provide consultation to the President, serve on the President’s Team, and provide assistance and advice on University policy and related matters. Provide leadership and direction for the Office of Planning Services and Professional Development. Conduct organization development consultation, facilitation, and training for University departments as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop a central strategic planning process and plan for moving the University from the point of vision to implementation.

Lead the development and implementation of a plan for evaluation of progress toward the goals included in the comprehensive plan, measuring progress toward both short- and long-term goals.

Coordinate the integration of planning and evaluation information with the fiscal allocation process.

Develop an integrated communication strategy for the dissemination of data, information and perspective regarding progress on planning, implementation and evaluation outcomes to the campus community.

Provide consultation to units in the development of their own plans, ensuring that these plans are aligned with the institution’s goals.
Analyze emerging trends globally, nationally and within the State to ensure that the University is responding to environmental changes that could impact the field of higher education and the University of Rhode Island.

Confer with the President and provide assistance and advice on University policy and related matters.

Serve as liaison to Board of Governors and URI Foundation committees concerned with planning.

Responsible to the President for the staff of the Office of Planning Services and Professional Development.

Conduct organization development consultation, facilitation, and training for University departments as appropriate.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers and printers; word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**Required:** Master’s degree and five years of experience in higher education administration; broad experience and knowledge in a post-secondary environment; progressively responsible administrative experience in organizational development consulting and training; strong and flexible administrative and consultative skills; experience working with diverse populations; excellent writing, editing and verbal communication skills.

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