UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Graduate Student Recruitment/Interdisciplinary Neuroscience Program

DIVISION: Academic Affairs (Graduate School)

REPORTS TO: Dean of the Graduate School

GRADE: 12

SUPERVISES: Students

BASIC FUNCTION:

Assist in planning, implementing, and administering programs and initiatives to recruit and retain graduate students, with special emphasis on the recruitment and retention of graduate students in the science, technology, engineering and mathematics (STEM) disciplines who are members of groups currently underrepresented in higher education. Visit college campuses, attend recruitment fairs, and make presentations to groups and individuals. Advise potential graduate students on admission requirements, transfer policies and procedures and associated issues. Coordinate the administration of the Interdisciplinary Neuroscience Program (INP).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Participate in the development of student recruitment and retention plans, strategies, displays, and written materials.

Create and distribute resource materials for student recruitment and retention programs, develop mentorship programs, analyze trends in recruitment and retention, and develop strategies for program evaluation.

Maintain communication with prospective students via telephone, correspondence, and/or electronic mail throughout the various stages of the recruitment and admission process.

Investigate and respond to inquiries from students and advisors regarding recruitment, admission, and retention issues.

Visit undergraduate colleges, universities, and recruitment fairs and engage in outreach activities designed to recruit students.

Serve as liaison with various internal and external constituencies.
Monitor and manage enrollment of underrepresented students.

Advise students on policies that relate to fellowships and financial support for graduate students.

Utilize computer systems to communicate and analyze data, including the creation of e-mail groups and the utilization of existing groups to target underrepresented students.

Participate in the development of operating goals and objectives for the Graduate School and recommend, implement and administer methods and procedures to enhance operations related to the position.

Arrange for faculty participation in recruitment activities.

Engage in assessment of recruitment activities.

Ensure effective communication and cooperation with faculty, staff, students, chairs, and deans as necessary to assure the effective administration of the INP.

Manage the activities of the INP Executive Committee, Curriculum Committee, Admission and Advising Committee, and Budget Committee.

Lead the INP Executive Committee in developing goals and objectives for the program.

Advise students enrolled in the INP regarding courses, requirements, approval of programs of study, and assistantships; maintain graduate student records.

Correspond with and meet with prospective INP students, including representing the program at regional and national conferences.

Oversee the design, content, and production of print and online promotional materials for the INP.

Produce and distribute the INP Graduate Student Handbook, and ensure that the information is current and accurate.

Work with the INP Admission and Advising Committee to establish admission criteria and recruitment goals.

Manage all INP application materials, monitor application processing, and make final recommendations for admission to the Graduate School.

Work with Enrollment Services to develop and maintain INP course schedules.

Lead the development and review of the INP curriculum; develop and manage the submission of new course proposals and other curricular materials.

Provide content for and oversee the maintenance of the INP website.
Administer program budget accounts; oversee and direct the purchase of necessary equipment and supplies.

Provide periodic reports on the program and data to the INP Director.

OTHER DUTIES AND RESPONSIBILITIES:

Serve on appropriate University committees.

Act as a liaison to the Society for Neuroscience national organization and local chapter; attend national and regional neuroscience conferences and workshops.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Ph.D. degree in a science, technology, engineering, or mathematics (STEM) discipline; at least one year of experience working in a professional capacity with graduate students (diversity recruitment experience gained while a grad student will be accepted); demonstrated knowledge of programs and services available to university graduate students; demonstrated ability to communicate effectively, both orally and in writing; ability to maintain the confidentiality of student academic records; demonstrated strong interpersonal skills; demonstrated ability to work effectively and strategically with faculty members and high-level senior administrators.

Preferred: Three years of progressive administrative or leadership experience; demonstrated understanding of and experience with academic programs; demonstrated knowledge of the following: student recruitment and retention issues at the graduate level, graduate admission policies and procedures, graduate education in neuroscience or related fields; demonstrated skills in the following: student advisement, mediation, and problem resolution; program planning and implementation; organizing resources and establishing priorities; demonstrated abilities as follows: to make administrative/procedural decisions and judgments; to process computer data, format and generate reports; to conduct workshops and to develop and deliver presentations; to develop, plan, and implement long- and short-range goals; and to work with a broad range of constituencies.

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