UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, College of Engineering Minority Student Recruitment/Retention

DIVISION: Academic Affairs (College of Engineering)

REPORTS TO: Dean of Engineering

GRADE: 7

SUPERVISES: May supervise support staff; students

BASIC FUNCTION:

Under the direction of the Dean of Engineering, develop and enhance relationships with secondary school teachers and administrators in order to facilitate the recruitment and retention of highly qualified high school minority students in engineering as part of the University’s attempt to increase minority student representation in the STEM disciplines (Science, Technology, Engineering, & Mathematics).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Recruit highly qualified minority high school students to the University of Rhode Island to major in engineering, one of the STEM disciplines.

Implement direct outreach activities at secondary schools, and familiarize secondary school personnel with the opportunities for minority students within the University’s College of Engineering.

Work closely with the STEM departments, providing support to increase the retention rate of minority students, and promote graduate studies in engineering.

Perform counseling duties for minority undergraduate engineering majors. Organize activities that lead to retention of engineering undergraduate students.

Assist the Dean of Engineering and Engineering faculty in the preparation and submission of grant proposals and reports related to the recruitment and retention of minority students.

Recruit, train and supervise student mentors for minority students.

Work with COE minority student organizations.

Promote the College’s Making A Case for Engineering (MACE) program.

Collaborate with the University’s Admission Office to encourage highly qualified minority students to attend the University’s College of Engineering.
Provide academic advisement to undergraduate College of Engineering minority students.

Develop and coordinate support services such as tutoring and skills workshops for participants.

Recruit and place 5-10 undergraduate COE minority students in the College’s research labs each academic year.

Attend and participate in meetings of the Northeast Louis Stokes Alliance for Minority Programs (LSAMP).

OTHER DUTIES AND RESPONSIBILITIES:

Assist with special events related to the college’s efforts to recruit/retain minority students.

Assist in developing funding strategies to support educational programs for minority students.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software; valid driver’s license and/or means of transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. Traveling from site to site is required.

QUALIFICATIONS:

Bachelor’s degree in counseling or related field required. The following are required: three years of academic advising experience with minority students; experience working with STEM (science, technology, engineering, or mathematics) minority students; school-based experience, and/or experience in community work with minority students; strong interpersonal skills; ability to communicate effectively, orally and in writing; computer skills; ability to travel from site to site and to provide own transportation; ability to organize, coordinate, and supervise support staff, including students.

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