UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, University College/Transfer Resource Center

DIVISION: Academic Affairs (University College)

REPORTS TO: Dean of University College and Special Academic Programs

GRADE: 11

SUPERVISES: Transfer Resource Center

BASIC FUNCTION:

Responsible for the day-to-day operation of the Transfer Resource Center, including transcript evaluation and posting, transfer student advising, supporting articulation agreements with the community college and the Joint Admissions Agreement, and developing further transfer support services. The Coordinator will provide strategic direction and oversight for policies and practices related to successful transition of transfer students both into the university, and within the university (University College to the Degree Granting colleges), and will serve as the liaison to faculty and colleges regarding degree requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate transfer orientation programs.

Conduct ongoing evaluation of transfer student experiences, including advising, transfer credit evaluation, major migrations and so forth.

Work with advisors of community colleges to facilitate the transfer process.

Work with Admission and Enrollment Services for academic record keeping and processing.

Maintain a body of current resources on transfer students’ needs and demographic evidence.

Plan campus events or newsletters to inform and highlight the salience of transfer students.

Supervise transfer student advisor and data clerk for efficiencies in academic record keeping.
Create and maintain effective web site for all transfer students

Supervise the maintenance of a database of prior approval courses with all degree granting colleges.

Evaluate services for continuous program development.

Select, evaluate, and supervise office staff.

OTHER DUTIES AND RESPONSIBILITIES:

Assume responsibility for other projects as requested by the dean.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree required. Demonstrated success in implementation of data retention systems (database management, file sharing/FTP, etc.). Two years of experience implementing and managing program logistics and operations in academic support services such as advising and student mentoring; working knowledge of academic record keeping; ability to use peoplesoft software and manage data queries; experience in program design and evaluation; and excellent communication skills are required. Preference given to candidates with a knowledge of assessment, computer skills, and obtaining external grants.

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