UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Senior Associate Director of Enrollment Services

DIVISION: Academic Affairs (Enrollment Services)

REPORTS TO: Director of Enrollment Services

GRADE: 16

SUPERVISES: Professional, clerical and technical support staff

BASIC FUNCTION:

The Senior Associate Director of Enrollment Services is second in command and serves for the Director in his absence. (If there is more than one, the Director shall designate a second in command.) Assists in providing overall vision and leadership for the Office of Enrollment Services. Assures that appropriate coordination of processes occurs within the Office. Recommends short- and long-range plans for the integration and delivery of enrollment services. Manages and is responsible for the collection and deposit of all University receipts including student fees, research grant and contract revenues, student aid revenues and miscellaneous income. Manages all aspects of registration, student academic records and faculty services functions. Administers federal, state, institutional and private programs of student financial assistance in the areas of loans grants, scholarships. Optimizes the use of available resources and recommends budgetary priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides day-to-day management of an Enrollment Service’s functional area.

Coordinates the programs and policies of the student financial services provided by the Office with other departments, institutions and agencies.

Supervises and participates in the preparation of statistical reports and evaluations of programs and services; oversee the preparation of applications for fiscal reports on federal, state, University and private student assistance funds.

Ensures the separation of disbursement and awarding activities to ensure fiscal integrity.

Manages, organizes and coordinates the billing, deposit, collection, disbursement and record maintenance of student tuition and fees and other University related funds.

Establishes policies and procedures pertaining to the collection, disbursement and record maintenance of student tuition and fees and other University related funds.
OTHER DUTIES AND RESPONSIBILITIES:

Oversees the student financial and academic record keeping processes of the University.

Responsible for the formation, management, delivery, and oversight of enrollment services.

Develops and implements new techniques and procedures designed to improve the efficiency and effectiveness of the office.

Manages the manual and automated service delivery systems.

Participates in the development of academic and administrative policy when appropriate.

Integrates enrollment services with academic programs.

Develop and maintains collaborative relationships with academic and administrative offices, and outside agencies.

Provides supervision of administrative staff members in the Office of Enrollment Services that motivates them to provide outstanding enrollment services.

Responsible for the management of student information functional and technical support services.

Perform other duties as required.

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:

REQUIRED:  Master’s degree; a minimum of eight years of significant supervisory experience in an enrollment services office, preferably at a research university; demonstrated ability to communicate effectively and diplomatically with students, faculty and staff; demonstrated commitment to providing student and faculty-centered services in a university environment; excellent organizational, oral and written skills; ability to plan and implement technological changes in an office environment; knowledge of federal legislation and regulations governing student assistance, need analysis, computation procedures, employment laws, regulations and procedures; knowledge of student academic record keeping policies and procedures; knowledge of accounting or financial operations.

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