UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Vice Provost for Urban Programs

DIVISION: Academic Affairs

REPORTS TO: Provost and Vice President for Academic Affairs

GRADE: 22

SUPERVISES: Professional, administrative and support staff

BASIC FUNCTION:

Provide executive leadership and coordination for all programs and facilities associated with the University’s Providence Campus, the ASF/College of Continuing Education and the University’s urban programs and initiatives, and serve as the principal advocate for advancing the University’s role as a federally designated Urban Grant University.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the operation of the University’s Providence Campus, including the management of all facilities and budgets; provide coordination and administrative oversight to University units and programs based at the campus including, but not limited to, the Urban Field Center, Cooperative Extension Family and Youth Program, the Family Partnership, the Hunger Center, the National Center for Public Education, the Labor Research Center, the College Readiness Program and distance education initiatives.

Provide leadership in the development and coordination of a diverse range of academic and service programs to meet the needs of urban populations, with special emphasis on Rhode Island’s urban centers; advise the President and Provost on urban-related programs operating throughout the University; serve as a principal advocate and leader in the Urban Initiative and of the University's role as a federally-designated Urban Grant Institution; seek external support from a variety of agencies and private entities; maintain and foster relationships with the Providence business, community and political leaders to advance the University's urban-focused programming.

Direct the ASF/College of Continuing Education; lead the planning, development and administration of all continuing education programs and facilities serving traditional/non-traditional students in credit/non-credit, summer/daytime/evening programs at both the Providence Campus and all other sites; recruit and oversee faculty and staff; represent the college at both the internal and external level, including the Council of Deans and Faculty Senate.
OTHER DUTIES AND RESPONSIBILITIES:

Within area of responsibility, oversee adherence to rules, regulations and procedures mandated and/or recommended by the NCAA and the University.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

The following are required: an earned doctorate in a field of study related to urban programs; a record of progressively responsible leadership experience in a large, complex, educational organization including the development and management of large-scale budgets, with a significant background in community involvement, teaching and the development and administration of adult/non-traditional programs; excellent public relations and communications skills.

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

Class Code: 0977
Position #: (NUNC) 8346
Developed by:
Reviewed by:
Approved by:
Date: 1/01