THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, IEP

DIVISION: Academic Affairs (Languages)

REPORTS TO: Executive and/or Associate Director

GRADE: 7

SUPERVISES: Research assistants and/or others assigned to assist with project.

BASIC FUNCTION:

In consultation with the Executive and Associate Directors, coordinate the day-to-day operations of the International Engineering Program (IEP), an innovative and interdisciplinary academic program with approximately 230 majors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the day-to-day operations of IEP, including supervising/coordinating students assigned to assist with the project.

Develop brochures for the Program.

Design, develop and manage Web site.

Oversight of record management and data for annual report.

Coordinate program outreach, marketing and branding.

Coordinate special events, as well as visits from other schools, both national and international, with URI faculty and students.

Organize and write materials for workshops.

Liaise with program students and alumni.

Coordinate project evaluation activities, providing analysis/feedback to the Director and Associate Director.

OTHER DUTIES AND RESPONSIBILITIES:

Assist in the planning of conferences and seminars.
Represent the program at conferences as needed.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position will not be exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Bachelor's degree required with three or more years of experience in program development, management and outreach. Must be strongly proficient in one of the program languages (German, French, Spanish or Chinese), and have worked or studied abroad. The following are also required: strong written and verbal communication skills and interpersonal skills; ability to work with diverse population; expertise in desktop publishing, experience in designing, building and maintaining Web sites, and spreadsheet and database management; experience in event management. The following are preferred: Familiarity and experience with higher education issues, especially regarding language acquisition, engineering, and/or international programs; prior experience in study abroad management and/or advising.

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