UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, CELS Undergraduate Research and Experiential Learning

DIVISION: Academic Affairs (CELS/Academic and Student Affairs)

REPORTS TO: Associate Dean for Academic Affairs

GRADE: 10

SUPERVISES: Participants in research fellows programs, undergraduate student researchers/interns, graduate students and student workers

BASIC FUNCTION:

Direct and coordinate undergraduate experiential learning and retention programming in the College of the Environment & Life Sciences.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in the development and execution of CELS Academic and Student Affairs programming, with an emphasis on experiential and co-curricular learning initiatives.

Support the work of the Assistant Director of Diversity, Recruitment and Retention. Develop and support programs to connect learning, leadership and service for students and encourage a sense of social responsibility and civic engagement.

Coordinate and support CELS-affiliated undergraduate research fellows programs including: the Coastal & Environmental Fellows and the Science & Engineering Fellows programs.

Identify and develop suitable student research opportunities.

Recruit a diverse pool of applicants.

Coordinate student application, selection, and review and placement process.

Monitor and document the progress of individual students.

Teach EVS 366 "Communicating Scientific Research and Outreach" during the fall semester.
Provide technical assistance to students during the scientific poster creation process.

Develop and coordinate program events (i.e. Fall Poster Celebration, program Orientation, leadership training, special presentations, etc.)

Evaluate and assess the program and student performance on an annual basis; collect all data and prepare an annual report.

Market student fellowships, programs and experiential learning opportunities to students, faculty, and external (community) partners.

Serve as CELS liaison to the Center for Career and Experiential Education in order to provide up-to-date information to students related to their career and major choices.

Develop and monitor budget and coordinate purchasing to meet program needs. Maintain and update website content.

Contribute to the development of competitive grant proposals to external funding agencies.

OTHER DUTIES AND RESPONSIBILITIES:

Assist with CELS Office of Academic and Student Affairs recruitment and retention events and student affairs programming (such as, open house, welcome days, freshman orientation, transfer student orientation, Living and Learning Community events.)

Collaborate with Departments, the Dean’s Office and the CELS Development Officer to award College scholarships in compliance with donor stipulations.

Assist with the gathering of information related to program evaluation and development.

Serve on College and University-wide committees.

Represent CELS at meetings in the absence of the Assistant Director.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position may be substantially exposed to adverse environmental conditions. Participate in field research efforts and to visit undergraduate research fellows at their work sites (various lab environments; swampy & wet conditions; or boat environments.)

QUALIFICATIONS:
REQUICKED: Master's degree and two years of experience in experiential learning programming and/or advising students in a higher education setting OR Bachelor's degree and four years of experience in experiential learning programming and/or advising students in a higher education setting (full or part-time, professional and graduate work included); Demonstrated strong organizational skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience working with students; Demonstrated presentation skills; Willingness to travel; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience teaching in-class or on-line (such as SAKAI); Earned Master's degree; and, Degree relevant to the College of the Environment and Life Sciences.

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