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Position#: (PSA) (E)
Developed by:....KQ & LY
Reviewed by:.....SG
Approved by:.... ..LK
Date:10/10, 07/18

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Evening Coordinator, CEPS Academic and Student Affairs

DIVISION: Academic and Student Affairs (ASF CEPS)

REPORTS TO: Assistant Dean, Academic and Student Affairs (CEPS)

GRADE: 10

SUPERVISES: Undergraduate and Graduate Student Employees

BASIC FUNCTION:

Under the direction of the Assistant Dean, of the Alan Shawn Feinstein College of Education and Professional Studies (ASF CEPS), assist with the evening supervision and oversight of the College's Academic and Student Affairs evening functions and personnel on the Feinstein Providence Campus. Responsible for staffing, coordination, and oversight of the Academic Skills Center including tutoring in writing and high-demand or high-need subject areas. Provide information and support to students, faculty and staff. Manage activities and serve as point person for needs and/or issues arising during the evening hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide general advisement to prospective students regarding admissions, and academic programs available through the College and particularly those offered on the Feinstein Providence Campus.

Assist with the planning, organization, coordination, and implementation of student related activities including, recruitment, orientation, honor society (ASL), and commencement.

Assist with hiring, training, and supervision of student employees in the College's Academic and Student Affairs unit including undergraduate and graduate office staff.

In collaboration with the University's Academic Enhancement Center and the Writing Center, assist with the staffing and coordination of the Academic Skills Center including the hiring of tutors, scheduling tutoring hours, and, development and implementation of effective tutoring strategies and platforms.

Serve as liaison and provide assistance to evening instructors and students. In the absence of the Assistant Dean, collaborate with students and instructors toward addressing needs and resolving issues that may arise during evening hours. On behalf of the Assistant Dean, provide direction to and support for academic and student affairs functions during evening hours, including academic skills, disability services, career services, and peer mentoring.

Provide outreach to all URI students taking courses on the Feinstein Providence Campus to communicate information related to campus-based services, policies, procedures, and events.

In consultation with the Assistant Dean, collaborate with student groups to create, promote, and oversee activities appropriate for adult and non-traditional students on the Feinstein Providence Campus.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

Scheduled hours include Monday through Thursday from 12 to 8pm, and Fridays from 8:30am to 4:30pm on days when classes are in session. Schedule shifts to 8:30am to 4:30pm on all days when classes are not in session. Work afternoons and evenings.

LICENSES, TOOLS AND EQUIPMENT:

Knowledge of Microsoft 10 Office Suites, Word, Excel, Publisher and PowerPoint.
Personal computers, printer, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree; Minimum of three years of experience in a college or university environment that includes working with adult and/or non-traditional student populations; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; demonstrated customer service and organizational skills; Demonstrated supervisory experience; Demonstrated ability to originate descriptive and promotional written and online materials; Demonstrated ability to create and present workshops and activities appropriate to adult/non-traditional student population; Demonstrated computer skills, including Word, Excel, Publisher and PowerPoint; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated knowledge of and experience with PeopleSoft, Starfish, & Sakai platforms; and, Demonstrated computer skills with Microsoft 10 Office Suites.

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