UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Associate Dean, CCE/Academic Division

DIVISION: Academic Affairs (ASFCCE)

REPORTS TO: Vice Provost for Urban Programs

GRADE: 17

SUPERVISES: Heads of Degree Programs, Admission and Advisement, Registration, Faculty Program Coordinators, and Summer Travel Programs

BASIC FUNCTION:

Responsible for the planning, scheduling, and registration for continuing education courses and programs (Fall and Spring); for advisement and admissions of CCE students; for representing the college in all academic affairs on both the Kingston and Providence campuses; and for student enrollment at the Providence Campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan the continuing education course offerings and schedules with the academic departments for the fall and spring sessions.

Arrange for course instruction and for instruction-related support services.

Serve as the Providence Campus liaison to University Registrar, performing selected registrar functions as required.

Provide advising services for Providence Campus students.

Maintain the admissions process and academic files for continuing education students.

Facilitate the offering of University degree programs through the College of Continuing Education.

Plan and administer the office’s budget for advising and instruction.

Authorize changes of student status, such as dismissals, sanctions, withdrawals, late drop/add and fee reassessments.

Serve as chief college representative on University-wide committees, such as the Faculty Senate, Graduate Professional Center Board, Summer Sessions Task Force, and the Enrollment Services Center Project.
OTHER DUTIES AND RESPONSIBILITIES:

Formulate policy and represent the College in the curricular and academic matters of the University.

When necessary, represent the Vice Provost to the academic community, the central administration and to external agencies, and carry out the duties and responsibilities in the Vice Provost’s absence.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Doctorate required. Seven years of experience in higher education and five years of experience in higher education administration also required. Must have experience in student affairs work at the higher education level, experience with continuing education programs in higher education, experience working with adult students, and experience in academic advising and enrollment services. Must have experience working with budget(s). This position requires that the incumbent possess the ability to organize, coordinate and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports, and to make recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills, and the ability to speak effectively before faculty and administrative staff members on assigned work and related subjects.

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