UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, University College/New Student Programs

DIVISION: Academic Affairs (University College for Academic Success)

REPORTS TO: Dean, University College for Academic Success

GRADE: 11

SUPERVISES: Staff, graduate students, and student workers

BASIC FUNCTION:

Responsible for providing innovation leadership in various programs supporting new students and first year experiences. Responsible for collaborating with campus community on programs and services to support student success and retention. Provide leadership and curriculum coordination to first year seminar course(s). Participate as an active team member with other University College for Academic Success staff, faculty, and students to develop programs and services contributing to University College for Academic Success' mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide leadership and oversight of the orientation and onboarding programs for new first year and transfer students and their family members. This includes traditional summer and winter orientation as well as a leadership member of Orientation Week.

Supervise Coordinator of New Student Programs, Coordinator of Student Success and Starfish Systems, and other staff (graduate students, students) as needed.

Collaborate with University community and serve as liaison between new student programs and other offices, including Admission, Student Affairs, and Degree Granting Colleges on programs and services. Provide data, leadership, and support as needed by these areas.

In concert with the Dean of University College and the University College team, oversee the organization, development, support and assessment of URI 101 and other first year seminar courses.

Offer specialized orientation programs in collaboration with campus partners. This includes but is not limited to Talent Development students and international students.

In collaboration with the campus community, serve as a leadership member of Rhode to Becoming A Ram committee.
OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties and responsibilities as assigned by the Dean.

LICENSES, TOOLS AND EQUIPMENT:

Excel, Word, Access (or other database programs), PeopleSoft, and other database management and spreadsheet software. Social media.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. This position requires night and weekend work during new student program events.

QUALIFICATIONS:

REQUIRED: Master’s Degree; Minimum five years of experience directing or coordinating orientation or similar new student programs (this may include full or part-time graduate experience); Demonstrated experience and dedication to integrating issues of inclusion, equity, and social justice in your work; Demonstrated experience training orientation and/or student leaders; Demonstrated experience with first year seminar courses; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with students, faculty and staff; Demonstrated ability to collaboratively plan and deliver programs across the institution; Demonstrated supervisory experience; Demonstrated computer (including Excel, Word and database) and social media (including various social media platforms) skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated college level teaching experience; and, Demonstrated experience in research methodology.

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