

Job Code: ...100181B
Position #: (PSA) (E)
Developed by: JR; DL
Reviewed by: LK; DLJ
Approved by:.....LK
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THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Dean, University College

DIVISION: Academic Affairs (UCAS)

REPORTS TO: Executive Director, Undergraduate Student Success and Academic Support

GRADE: 14

SUPERVISES: Professional, technical, and clerical support staff

BASIC FUNCTION:

Responsible for providing leadership in the area of academic advising by working with faculty and other departments within and outside of University College to develop services which aid in students' transition to college and persistence to graduation. Provide leadership in retention responsibilities such as facilitating integration of technology in advising services (Starfish, ARMS, eCampus and queries), coordinating the academic standards committee for UC, supervising learning specialists who provide academic advising services for special populations, and partnering with degree granting colleges to provide appropriate curriculum review and identify barriers and obstacles that hinder student success. Work closely with transfer advising services to ensure excellent transition to URI. Work with Assistant Deans, Enrollment Management, and greater URI community to ensure timely progress for graduation for students In UCAS.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee the day-to-day operation of services for University College. Ensure appointments between students and advisors are facilitated, that the policies and procedures of the college and University are followed (e.g., routine mailings and e-mail messaging, arranging meetings for end of term assessment of students, readmissions, transcript evaluations, NCAA review, etc.)

Oversee records office serving over 5000 students, ensuring integrity of systems, forms, processes, and transcripts.

Orient all new faculty advisors to UC, including support of all advising service needs.

Provide ongoing education and support to Assistant Deans, chairs and faculty on academic policies and standards.

Work closely with Early Alert, Disability Access and Inclusion and other offices to provide a support system for student success.

Communicate with students and family members to address all concerns regarding student success at URI for UC students.

Hire and orient undergraduate and graduate student employees.

Review the academic status of non-matriculating students and take appropriate action.

Serve as college representative to enrollment services advisory committee.

Teach URI 101.

Maintain caseload of complex student situations, including advising students on post-dismissal and re-entry plans, leaves, and withdrawals.

Serve as liaison to Faculty Senate Athletic Representative and compliance.

Serve as college representative to NECHE.

Oversee the coordination of services for D1 NCAA student athletes, including study hall, tutoring and life skills.

Oversee faculty and professional advising within UCAS, fostering a strong model of serving students and supporting students as they look to move through UCAS to their degree granting colleges.

Collaborate with colleagues to provide ongoing training, education, mentoring and support to advisors within and outside of UCAS.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the Dean in his/her absence.

Perform other duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers, 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 five years of teaching and/or advising experience; Demonstrated thorough knowledge of curricular requirements for all majors; Demonstrated administrative experience in an advising office; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and communicate the interpretation to others; Demonstrated ability to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports; and, Demonstrated ability to work with diverse with diverse groups/populations.

PREFERRED: Ph.D.

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