

Job Code:..... 100828-KS  
Position#:.. (PSA) (E) ..8212  
Developed by:.....JR; KS  
Reviewed by:.....SG; DLJ  
Approved by:.....LK  
Date:4/02;8/03;2/04;12/13;  
11/15; 02/22; 1/11/24

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Assistant Director, University College/Transfer Student Success  
**DIVISION:** Academic Affairs (University College)  
**REPORTS TO:** Executive Director, Undergraduate Student Success & Academic Support  
**GRADE:** 11  
**SUPERVISES:** N/A

**BASIC FUNCTION:**

Responsible for the day-to-day operation of transfer student support services, including transcript evaluation, communication with transfer students, posting of college level credit for assigned populations, transfer student advising and collaborating across campus to support transfer students. Accountable for the integrity of the academic record. Coordinate internal programs, systems, and partnerships to enhance services, making referrals for resources to assist in students' transfer and educational attainment, and liaison between departments, enrolled students, and colleges. Analyze student support services and take appropriate action to promote student success toward degree completion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Post and evaluate credits in an accurate and timely manner for assigned populations, change registration appointments, provide ES with an accurate list of eligible JAA students for tuition discounts, and review end-of-term new transfer GPAs for Tau Sigma. Track information using data from queries.

Provide post-enrollment communication and advising for transfer students in various modalities. Support first-year students in transferring college-level courses earned in high school.

Utilize various software tools to track and analyze student progression persistence, and retention, such as PeopleSoft, Starfish, Google Platform, and Perceptive.

Assist undergraduate admissions maintain URI's Transfer Equivalency System (TES), including updating of the database with prior approved courses. Utilize TES or confer with the Degree Colleges, Department Chairs, Program Coordinators, and Enrollment Services when evaluating course equivalencies.

Update the Transfer student advising website, generate and manage communications efforts for the Center, including collaborating with Admission, Marketing, and Communication.

Collaborate with New Student Transitions & Visitor Services including Special Populations in undergraduate admissions to support transfer student orientations and advising days.

Collaborate with Special Populations in Undergraduate Admission, Institutional Research, University Leadership, Student Affairs staff, Enrollment Services, and Professional Academic Advisors on programs, benchmarks, services, and training for transfer student support.

Support the ongoing logistics of the General Education Program as they relate to URI's curricula and outside courses as they relate to their transferability.

Teach one or more sections of URI101 for transfer students, as determined by the program coordinator and Executive Director.

Oversee Tau Sigma Transfer Student Honor Society operations.

Serve on committees as needed or assigned by the executive director.

**OTHER DUTIES AND RESPONSIBILITIES:**

Be responsible for other projects as requested by the Executive Director.

**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; Demonstrated experience in implementation of data retention systems (database management, file sharing/FTP, etc.); Minimum two years of experience implementing and managing program logistics and operations in academic support services (i.e., advising and student mentoring); Demonstrated working knowledge of academic record keeping; Demonstrated ability to use PeopleSoft software and manage data queries; Demonstrated experience in program design and evaluation; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills;

Demonstrated ability to work with diverse groups/populations, and Demonstrated experience and dedication to integrating issues of inclusion, equity, and social justice in your work.

**PREFERRED:** Demonstrated knowledge of assessment; Demonstrated computer skills; and Demonstrated experience obtaining external grants.

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