UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, University College for Academic
                    Success (UCAS) - Starfish Program

DIVISION: Academic Affairs (UCAS)

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

GRADE: 11

SUPERVISES: Graduate Assistant, Students

BASIC FUNCTION:

Provide academic support services through management of Starfish Advising
system implementation processes for all faculty, staff and students across the
University. Create and provide faculty and staff training programs for all end-
users. Work with Information Technology Services to ensure systems integration
between Peoplesoft and Starfish. Oversee assessment of Starfish functionality
for supporting students, faculty, and advisors. Support effective advising
through having a thorough knowledge of the curriculum, university policy, and
campus resources that are reflected in the Starfish program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for supporting the configuration of the Starfish campus-wide early
alert and appointment-making system.

Responsible for working with academic leadership (Dean's offices) to ensure
that workflow systems supporting student success are being managed and
maintained.

Analyze data and provide reports to academic leadership pertaining to starfish
usage and effective outcomes for student success.

Work to continually integrate Starfish into additional student service areas
(such as enrollment services, Talent Development, student life, etc.)

Provide training to all stakeholders on usage of campus-wide early alert and
appointment-making system (including a student service and administrative
support personnel in UCAS and in each academic college).

Analyze and report on all Starfish activity and functionality as needed.

Update University website with system updates and user resources/materials.

Create periodic newsletter updates to the campus community regarding the
Starfish system

Assist academic advisors in creating effective responses to early alert notifications, providing intrusive advising outreach as appropriate.

Work with all student support services in the Academic Colleges and in Student Affairs, as well as all offices in UCAS, to support student success initiatives.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Computers, printers; database management and spreadsheet software; student record-keeping systems.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree with a minimum of two years of experience in academic advising in higher education (may include part-time as graduate student); OR Bachelor's degree with a minimum of five years full-time experience in academic advising in higher education; Demonstrated experience working with Starfish technology from an implementation and end user perspective; Demonstrated experience in assessment strategies in higher education; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in college student personnel services, counseling or a related field; Demonstrated ability to utilize current social media applications, Sakai (or similar platform), on- line advising, presentation technology and student records systems (preferably Peoplesoft); Demonstrated experience working with technology supporting student success; and, Demonstrated experience in teaching, presentations, and in assessment.

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