

Job Code:....101403-2024  
Position #: (NUNC).... (E)  
Developed by:..... JR  
Reviewed by: JR, DLJ, LK  
Approved by:.....LK  
Date:.....9/19; 1/2/24

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

**TITLE:** Director, UCAS/Academic Enhancement Center  
**DIVISION:** Academic Affairs (University College for Academic Success)  
**REPORTS TO:** Dean, University College for Academic Success  
**GRADE:** 13  
**SUPERVISES:** Professional, graduate and undergraduate staff

**BASIC FUNCTION:**

Responsible for providing leadership in programs and services that enhance the academic experience of URI undergraduate students. Responsible for developing, coordinating and supervising all of the services and staff of the Academic Enhancement Center (AEC) programs. Collaborate with campus partners to advance the missions of the AEC and University College for Academic Success (UCAS).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Lead and manage staff & provide direction to the academic support services provided by the Writing Center, UCS160 & Academic Skills and STEM Tutoring services.

Coordinate the communication of AEC services to faculty, advisors and a diverse student body to ensure streamlined and consistent messaging.

Supervise all AEC programs' goal setting, planning, delivery, and evaluation.

Engage in strategic benchmarking to provide services of the highest possible caliber.

Research, analyze and assess program needs & effectiveness on an ongoing basis to ensure the AEC's continuous progress and alignment with the center's goals.

Motivate and empower AEC program coordinators to set goals and track progress. Collect, report on and present Academic Enhancement Center progress data.

Recruit, select, train, manage, supervise and evaluate a large student pool of tutors and other academic support staff.

Collaborate with faculty, staff and student organizations. Work with boards/committees, outreach to all campus partners to ensure AEC services are best serving students and faculty.

Collaborate with University College Staff to deliver academic support information and services.

Responsible for all budget considerations including program development, personnel, and facility maintenance.

Act as campus system administrator for tutorial technology system (Tutortrac). Collaborate with other offices on campus to delegate local user access, manage information dissemination, track data, implement new centers and

**OTHER DUTIES AND RESPONSIBILITIES:**

Emphasize team building activities and cross training.

Maintain a customer service approach to all work with faculty, staff and students.

Serve as primary liaison to Athletics Learning Specialist, collaborating with tutorial program for student-athletes.

Serve as AEC representative on the UC Council.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database and spreadsheet software; multiple systems interaction; data management systems.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree in a field related to higher education; Minimum three years of experience as a tutor or learning specialist focusing on college learning skills development (may include work as a graduate assistant); Demonstrated experience working with college student populations, including those "at risk"; Demonstrated tutoring skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience with data collection and analysis.

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