

Job Code:.....101547
Position #: (PSA)..... (E)
Developed by:.....DL; EE
Reviewed by: DL, LK, DLJ
Approved by:.....LK
Date:7/07,4/18,3/22,2/22/23

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, New Student Transitions
DIVISION: Academic Affairs (University College for Academic Success)
REPORTS TO: Director, Enrollment, New Student Transitions & Visitor Services
GRADE: 12
SUPERVISES: Staff, graduate students, and student workers

BASIC FUNCTION:

Responsible for providing innovative leadership in various programs supporting new student transitions. Responsible for collaborating with the campus community on programs to support transitional student success. Participate as an active Enrollment, New Student Transitions & Visitor Services team member to strategize and develop consistent yield, orienting, and welcoming programming and events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Supervise the Coordinator of New Student Transitions and other staff (graduate students, students) as needed.

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

In concert with the Director, Enrollment, New Student Transitions & Visitor Services, and team, oversee the organization, development, support, and assessment of a strategic and systematic enrollment and onboarding plan.

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

In collaboration with the campus community, serve as a leading member of the Rhode to Becoming a Ram committee.

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Monitor and analyze new student transitions budget.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties and responsibilities as assigned by the Director.

LICENSES, TOOLS, AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

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

QUALIFICATIONS:

REQUIRED: Master's Degree; Minimum five years of experience directing or coordinating 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 student leaders; Demonstrated experience with undergraduate admission; Demonstrated experience with program planning and execution; 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.