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Developed by: PSB  
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Approved by: LK, AMC  
Date: 12/2022

UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Associate Dean, GSO Academic and Student Affairs  
**DIVISION:** Academic Affairs (Graduate School of Oceanography)  
**REPORTS TO:** Dean, Graduate School of Oceanography  
**GRADE:** 18  
**SUPERVISES:** Professional faculty, professional and administrative staff

**BASIC FUNCTION:**

Assist the Dean in the administration of the Graduate School of Oceanography (GSO) by directing the professional, graduate, and undergraduate education programs at GSO and performing other duties as requested by the Dean. Responsible for the strategic and long-term planning for all aspects of academic and student experiences and affairs for the Graduate School of Oceanography. Work with the faculty on the academic curriculum, develop the schedule of courses, and lead regular assessment and evaluation of the curriculum. Responsible for providing leadership to the faculty and managing the processes through which teaching is conducted and administered. Responsible for all aspects of Student Affairs, including working with other staff to create an equitable, inclusive, diverse, and robust student academic experience that includes the needs of traditional and non-traditional learners. The position is supported at 51%.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Represent the Dean, as requested by the Dean, and serve as Acting Dean in the absence of the Dean.

Provide leadership for the development, implementation, and continuous quality improvement of innovative curricula. This includes regular review, analysis, evaluation, and reporting of the current programs of study at GSO, program evolution in keeping with market trends for academics, student employment and emerging areas of study, and coordination of the development of new programs of study, courses, etc., as required. This should encompass undergraduate, graduate, and professional programs, including on-line and/or asynchronous programs.

Draft, implement, and assess performance metrics for an innovative and coherent strategic plan for the academic and student affairs programs of GSO.

Coordinate with the faculty and the academic and student affairs staff to ensure quality, continuity, innovation, and integrity in academic and student issues.

Develop and implement strategies for recruiting and retaining graduate students, including from historically marginalized and underrepresented groups. Lead ongoing efforts to report on and proactively analyze retention and attrition trends.

Develop strategies and lead efforts for the financial support of graduate students.

Liaise and collaborate within the University and with the Provost's Office, University Senior Leadership, as needed, other Colleges, and Graduate School on academic and student affairs initiatives and relevant committees.

Develop and implement strategies for making graduate students aware of different internship and employment opportunities in oceanography, including Non-Governmental Organizations, federal, state, industry, and other partners, including academic and government laboratories.

Perform official Chair duties of committees, as needed, and ex-officio duties for the GSO Educational Policy Committee and Student Admissions and Review Committee.

Manage the GSO Academic Affairs Office, its reporting, reviews, and staff, including performing regular planning discussions and meetings with the GSO Admissions Advisor, all full and part-time GSO students, monitoring students' records, requirements, progress, programs of study, feedback from faculty, etc.

Ensure academic and student affairs compliance with GSO and University policy and procedures.

Organize and operate student seminars, work with other Dean's Offices and other staffs to organize new student welcome events, mentorship assignments for new faculty, and overall onboarding of students and staff, as needed. Create a culture across the college and campus that values a team-based and collaborative approach to supporting students.

Manage end-to-end student admissions process at GSO in concert with cognizant faculty committees.

Travel to local, national, and international meetings and events for diverse student recruitment opportunities, as needed. Work with Academic Affairs staff, keep all web pages and marketing materials up to date and contemporary, in collaboration with Public Engagement staff.

Provide feedback to enhance the quality of instruction and course content of all academic programs in the classroom and online.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties and responsibilities as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Ph.D.; Minimum of five years of experience at an oceanographic institution; Demonstrated basic qualifications for faculty status; Demonstrated record of active participation in research as demonstrated by both significant outside financial support and extensive publications; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated significant teaching experience in the classroom and supervision of graduate students; Demonstrated administrative experience; Demonstrated commitment to justice, equity, diversity, and inclusion approaches and implementation of practices; Demonstrated ability to work collaboratively with others; and, Demonstrated commitment to the academic and student agendas at GSO.

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