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Position #:(PSA).. (E)
Developed b..... KS
Reviewed by:..... DLJ
Approved by:AMC
Date: 11/14/23

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, First-Year Experience (UCAS)
DIVISION: Academic Affairs (University College for Academic Success)
REPORTS TO: Executive Director, Undergraduate Student Success and Academic Support
GRADE: 10
SUPERVISES: Graduate student(s), student employees and mentors

BASIC FUNCTION:

Coordinate programs that support the first-year student experience with a focus on underrepresented student populations, undeclared students, and first-generation college students. Responsible for course schedule logistics, learning community blocks, and course design of the first-year seminar, URI 101 (or equivalent), and the undergraduate student mentor program. Advise the first-year honor society, Phi Eta Sigma, and develop programming. Participate as an active team member with other University College staff, faculty, and students to develop programs and services contributing to University College's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for course material development and annual revision, instructor support, and preparing robust training and training materials focused on sense of belonging and inclusive teaching.

Prepare a shared electronic folder of materials for instructors and mentors including: weekly activities/agendas that align with the course learning outcomes; sample syllabi for major related and undeclared sections; undeclared instructor resources and research to support their work with the intentional population; and URI community announcements.

Design intentional learning blocks of courses for new students to enroll in during orientation in academic advising appointments. In collaboration with the coordination of learning block communities, oversee the scheduling, staffing, and management of URI 101 (or equivalent) sections in collaboration with the degree colleges.

Survey students and instructors on their first-year experiences. Utilize the survey results to revise the program.

Be readily available for any questions regarding course design, course enrollments/accessing roster, utilizing technologies, recommended optional presentations, campus resources and contacts, and addressing student issues. Support academic colleges as they re-design or enhance their FYE offerings.

Work closely with other key areas of URI to deliver high-quality programming that supports underrepresented and first-generation students as they transition into URI and begin the navigation toward successful matriculation through URI.

Build and maintain relationships and partnerships with campus stakeholders to advance the recruitment, retention, and completion of special population students.

Develop recommendations on underrepresented and first-generation student needs and opportunities to advance their academic, campus-wide, and personal successes.

Work with Academic Affairs and campus partners such as the Office of Community, Equity, and Diversity and the Multicultural Student Services Center to conceptualize, design, and deliver programming that transitions new students effectively.

Collaborate with University College staff, undergraduate admissions, and greater University community on programs and services that support new students in their transition to URI.

Support new student orientation by providing student advising support as needed. Address data needs in real time for advisors and faculty. Monitor course enrollments in learning blocks and adjust blocks as needed, i.e., under enrolled courses, collapsing sections, etc. Communicate changes with advisors as needed.

Oversee the hiring and training of URI 101 undergraduate student mentors and oversee their enrollment in CSV 302.

Serve as a member of the Rhode to Becoming a Ram committee.

Instruct a section of URI 101.

Advise first-year honor society, Phi Eta Sigma.

Work night and weekend hours during new student program events.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties and responsibilities as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Excel, Word, Google Suite, PeopleSoft, social media platforms, Canva, Brightspace, Starfish, and other database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's Degree; Minimum two years of experience directing or coordinating new student programs (full or part-time graduate experience accepted); Demonstrated experience with Microsoft Office (Excel), Google Suite, and social media platforms; Demonstrated logistical skills managing data or spreadsheets; Demonstrated experience with first-year seminar experiences or courses; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to collaboratively plan and deliver programs across the institution with students, faculty, and staff; Demonstrated ability to work with diverse groups/populations; and, Demonstrated experience and dedication to integrating issues of inclusion, equity, and social justice into work.

PREFERRED: Demonstrated supervisory experience.

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