

Job Code:..... 101692  
Position # : (NUNC) (E)  
Developed by:.. LB, MP  
Reviewed by:.. AMC, LK  
Approved by:.. AMC, LK  
Date:11/30/2023

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Assistant Director, Community Relations  
**DIVISION:** Office of the President  
**REPORTS TO:** Executive Director, Legislative & Government Relations  
**GRADE:** 13  
**SUPERVISES:** Professional and support staff as assigned

**BASIC FUNCTION:**

Build and maintain relationships with members of the local and state-wide community, including Town Councils, relevant non-profit organizations, associations, and coalitions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Coordinate activities and engagement linked with community-based organizations and promote the University as a resource to the state.

Represent the University at community events and activities.

Develop and organize opportunities for interface between the University and the community, including special events, to advance the mission and goals of the University and the priorities of the President.

Use social media to monitor, influence, and coordinate community relations. Liaise with URI Communications and Marketing Department.

Develop various content pieces and materials that advance the mission and priorities of the University and the President.

Monitor and review federal and state legislation that impacts the University.

Respond to inquiries from community members and other interested parties; when needed, recruit a knowledgeable spokesperson or information source to assist.

Participate in the development of special projects as needed.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in communications, business or related field; Minimum of three years of combined work experience in mass communications, public and community relations, and/or government relations; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations; Demonstrated ability to interpret institutional policies, plans, objective, rules and regulations, and communicate the interpretation to others; Demonstrated ability to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports; and, Demonstrated presentation skills.

**PREFERRED:** Demonstrated higher education experience; and, Demonstrated ability to articulate and implement diversity, equity and inclusion in leadership and day-to-day responsibilities.

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