

Job Code: .. 101724
Position#: (NUNC) (E)
Developed by:.....KAL
Reviewed by:..... DLJ
Approved by:..... LK
Date:04/2024

**UNIVERSITY OF RHODE ISLAND
POSITION DESCRIPTION**

TITLE: Coordinator, Policy Development
DIVISION: Administration and Finance (Enterprise Risk Management)
REPORTS TO: Assistant Vice President for Enterprise Risk Management
GRADE: 11
SUPERVISES: N/A

BASIC FUNCTION:

Under the general direction of the Assistant Vice President for Enterprise Risk Management, plan, coordinate, and manage the University's administrative policy and procedures development processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as a primary point-of-contact regarding the University's administrative policy development and revision process. Advise on the possible interaction between proposed policies with other State and/or Federal regulations and other existing policies.

Guide and facilitate the formulation, review, approval, and publication of institutional administrative policies and procedures, including involving key stakeholders, chairing or co-chairing policy committees, and collecting feedback on proposed policy revisions.

Staff the Administrative Policy Committee (APC). Coordinate submission of policies to the APC for review and approval by the President. Coordinate submission of Board-level policies to the Governance Committee of the Board of Trustees and present on those policies at Governance Committee meetings.

Oversee the development of policy drafts for review and approval through engaging with policy owners and stakeholders to determine needs and goals of policies. Review and amend policy drafts for grammar, errors, and readability, and propose suggestions to improve the policy.

Research and analyze policy concepts, complex policy issues, possible legal implications, and the impact of proposed policies and policy revisions on key areas of the institution; consult with subject-matter experts, including the Office of General Counsel and other organizational units, as needed.

Ensure consistency and avoid duplication or conflicts among policies. Identify policies, procedures, processes, or practices that could be revised, simplified, eliminated, or created to better meet the needs of the University community.

Gather data and produce reports on the qualitative and quantitative analysis.

Document processes and disseminate information to stakeholders.

Draft communications of policy changes and revisions, as needed, for distribution to the campus community.

Ensure policies are published in a timely manner and maintain a schedule for the routine review and revision of existing policies.

Manage the Policies website, including retaining appropriate records within the website.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's Degree from an accredited institution; Minimum of three years of experience in business writing and/or policy analysis; Demonstrated ability to evaluate, proof, and edit the content, structure, and format of a range of written materials; Demonstrated ability to do online research and benchmarking; Demonstrated presentation skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated advanced knowledge of and skill in the development of institutional policies and procedures documentation applicable to a Higher Education environment; Demonstrated ability to develop tactical plans; Demonstrated ability to prioritize and organize projects to meet deadlines; Demonstrated ability to organize and coordinate the work of committees and other types of task groups; Demonstrated experience with website content management systems (i.e., WordPress); and Demonstrated records management skills and experience.

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