

Job Code: 101743
Position#: (NUNC) (E)
Developed by: MB
Reviewed by: DLJ; LK
Approved by: LK
Date: 07/14/24

University of Rhode Island
Position Description

TITLE: Data Coordinator/Provost Office (Academic Budgets and Personnel)
DIVISION: Academic Affairs, Office of the Provost
REPORTS TO: Vice Provost
GRADE: 9
SUPERVISES: May supervise student assistants
BASIC FUNCTION:

Working closely with the Office of Human Resource Administration, Office of Financial Strategy and Planning, and the Office of Institutional Research, assist the Vice Provost for Academic Personnel and Budget in the creation and maintenance of accurate records in University systems related to faculty and instructional staff salaries, rank, faculty classification and status, and other activity specific to academic personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Collect, enter, and tabulate salary information, employment actions, and degree information for faculty and other selected academic personnel, including information on academic rank, salary increases, promotion and tenure actions, and other variables.

Support the Vice Provost for Academic Personnel & Budget in contract and labor negotiations and administration through information gathering and reporting, including the costing of proposals and providing estimates of the costs of compensation and other contractual changes.

Coordinate with the Office of Human Resource Administration, Office of Institutional Research, and Office of Financial Strategy and Planning in the collection, entry, and maintenance of information related to academic personnel. Benchmark compensation, practices, and policies at peer institutions.

Calculate salary increases for faculty and selected academic personnel.

Represent the Vice Provost for Academic Personnel and Budget in meetings.

Participate actively as a member of the Office of the Provost.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers and printers; word processing and spreadsheet software. Excel. Google Workspace.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree from an accredited institution; Minimum one year of experience as an analyst or in a complex administrative support position; Demonstrated organizational and time management skills (i.e., track activities, set priorities, manage competing deadlines); Demonstrated problem-solving, critical thinking, and analytical skills; Demonstrated experience with Microsoft Excel and spreadsheet applications; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated numerical skills sufficient to calculate payments and salary data accurately; Demonstrated ability to interpret and apply complex policies, exercising flexibility and good judgment; Demonstrated ability to maintain confidentiality and discretion; Demonstrated ability to work with diverse groups/populations; and Demonstrated knowledge of office software applications, Google Workspace, and/or other similar programs.

PREFERRED: Demonstrated experience working in higher education and/or collective bargaining environment; Demonstrated knowledge of faculty actions (i.e., review, promotion, tenure); Demonstrated familiarity with human resources enterprise resource programs (e.g., PeopleSoft HCM); Demonstrated experience in analyzing data and reporting on findings; and Demonstrated experience with human resources management systems, statistical software, and/or other related business software, programs, databases, or systems.

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