

Class Code:.....0102X
Position #: (PSA).....
Developed by:.....JR
Reviewed by:.....SG
Approved by:.....
Date:.....7/07; 5/10

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Academic Advisor (Early Alert Specialist)
DIVISION: Academic Affairs (UCOLL)
REPORTS TO: Dean, University College & Special Academic Programs
GRADE: 10
SUPERVISES: May supervise student workers

BASIC FUNCTION:

Work with other University College (UC) professionals to provide transition-to-college support programs. Serve as referral agent for "Early Alert" programs and URI 101, responding to parent, faculty and staff concerns regarding student problems. Coordinate PASS Program, a program for students in academic trouble. Assist with additional probation outreach programs. Provide training to URI 101 mentors regarding transition issues. Serve as emergency officer for communication with students and parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for maintaining on-line communication with students' family member through the Early Alert Program.

Assist with all outreach programs and services to University College students on academic probation.

Teach URI 101 section.

Assist in presentations for URI 101 advising workshops.

Assess and analyze student behavior data.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree, preferably in student personnel in higher education (or a comparable program); a minimum of two years of experience working with college students in an academic advising/support capacity, preferably with students on academic probation (this experience may be full or part-time, and may include work performed as a graduate student); evidence of excellent skills in writing, speaking, and working with students.

PREFERRED: Experience in learning assistance programs.

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