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Developed by:...LP, R McI
Reviewed by:.....SG
Approved by:..... LK
Date:.....2/07; 3/09

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, National Fellowships & Academic Opportunities

DIVISION: Academic Affairs (Honors Program)

REPORTS TO: Director, Honors Program

GRADE: 12

SUPERVISES: Graduate and undergraduate students

BASIC FUNCTION:

Within the University's Honors Program, administer campus access to national fellowship programs, coordinate activities of the Health professions advisory committee, and publicize other national academic opportunities. Support the Director in efforts to centralize and consolidate sources of information for programs and opportunities for academically-motivated students and their campus mentors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as the campus coordinator of all information about selective fellowships, grants, scholarships and award opportunities.

Chair the Health Professions Advisory Committee which provides support to students planning to seek admission to medical, dental, optometry, or physician assistant programs.

Network with staff and faculty volunteers, departmental advisors, and Honors Society directors to identify, recruit and mentor promising candidates for academically-selective grants and awards, such as the Truman, Rhodes, Udall, Boren, Goldwater, Cooke, Soros and Fullbright awards.

Maintain and enlarge the range of award opportunities made available to students. Improve outreach to potentially eligible minority students.

Serve as the health professions advisor for freshman orientation and University College. Coordinate with the Health Professions Advisory Committee in advising students seeking admission to medical, dental, optometry, or physician assistant programs.

Set deadlines and establish submission criteria for the campus application processes.

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Work with faculty and staff committees to insure due process in selecting nominees. Recruit, train and assist faculty representatives for various scholarship and health professions opportunities.

Implement strategies for promoting these processes to relevant constituencies on campus.

Convene new committees for awards as appropriate.

Advise applicants and their faculty mentors and referees, offering individual guidance, as well as occasional workshops related to the fellowship and medical school application process.

Motivate applicants who may be first generation college students, or who have no informed sense of their candidacy for awards such as these.

Assist potential selective award and fellowship applicants and pre-Health Professions students by directing them to local and campus opportunities early in their campus careers.

Work closely with other individuals on campus with responsibility for academically-selective opportunities, including the Director and staff of the Honors Program, the Director of the URI Office for Internships, and the URI Research Office, and the URI Study Abroad Office.

Serve as the University's active contributor to the National Association of Fellowship Advisers.

Utilize new technologies in streamlining the publicity, recruitment and application mechanisms on campus. Update and maintain (with staff/clerical support) the websites for National Scholarships and Health Professions Advising.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

Incumbent will not be exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree; Minimum of three years of experience in academic and scholarship advising; Demonstrated record of academic program development; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written; written communication skills; Demonstrated presentation skills; Demonstrated ability to work with diverse groups/populations; and, Demonstrated familiarity with and experience in professional issues in national fellowship advising.

PREFERRED: Demonstrated experience in college or university honors programs or other programs for high-ability students; and, Demonstrated experience in pre-medical and other health professions advising.

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