

Job Code:100137-2016
Position#: (PSA)... (E)
Developed by:....GW
Reviewed by:...DLJ
Approved by:....LK
Date:.....08/16

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director for Program Initiatives (Talent Development)

DIVISION: Student Affairs (Talent Development)

REPORTS TO: Director and Associate Director (Talent Development)

GRADE: 12

SUPERVISES: Academic Advisors, Coordinators, Information Aides, Senior Word Processing Typist and Student staff

BASIC FUNCTION:

Assist the Associate Director in the planning, development, implementation, coordination and evaluation of advisement and academic intervention programs for students from underrepresented backgrounds. Oversee the development, supervision, and management of program initiatives. Provide academic advising on an individual and group basis for students in Talent Development. Ensure that TD students' progress toward graduation in a timely and systematic way.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Associate Director with the Prep Program.

Assist the Associate Director with the development, implementation, orientation, coordination and evaluation of the Summer Program.

Collect and analyze various program data, prepare both scheduled and special reports, and maintain overall program statistical information.

Assist the Associate Director in interviewing, selecting, and training student, clerical, paraprofessional and professional staff.

Organize, supervise and evaluate the work of professional staff.

Serve on state-wide or University committees, advisory boards and board of directors.

Maintain familiarity with University information systems.

Maintain knowledge of University's academic advising, financial aid, registration and billing functions.

Provide individual problem solving and support to student, clerical, paraprofessional and professional staff members.

Participate in local, regional, national, and international conferences and meetings through attendance or facilitation of workshops, when possible.

Oversee development and on-going modifications of the TD Academic Advising Guide.

OTHER DUTIES AND RESPONSIBILITIES:

Work evenings and weekends, when necessary.

Perform additional duties, as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree; Minimum three years of progressively responsible experience in an academic opportunity program similar to Talent Development; Demonstrated knowledge and awareness of issues pertaining to higher education for underrepresented students; Demonstrated ability to reach out to underrepresented students; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work independently and as part of a team; Demonstrated supervisory experience; Demonstrated ability to interpret institution policies, plans, objectives, rules and regulations and communicate that interpretation to others; Demonstrated ability to prepare detailed studies and reports and present them to faculty and administrative staff; Demonstrated experience in recruitment and acceptance of students into a program similar to Talent Development; and, Demonstrated ability to work with diverse groups/populations.

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