

**Class Code:.....0157**  
**Position#: (PSA).....**  
**Developed by:.....SG**  
**Review by:.....WD**  
**Approved by:.....**  
**Date:.....2/04; 9/06**

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Assistant Dean, Arts & Sciences/Student Services  
**DIVISION:** Academic Affairs (Arts & Sciences)  
**REPORTS TO:** Dean, College of Arts & Sciences  
**GRADE:** 14  
**SUPERVISES:** Clerical support staff and student workers

**BASIC FUNCTION:**

Manage the operation of the Student Services division of the Dean's Office of the College of Arts and Sciences.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manage the academic advising of Arts & Sciences undergraduate students, including discussing college programs with current and prospective students and their parents; liaison work with support services (Counseling Center, Career Counseling, Disability Services For Students, Student Life) to provide assistance to students with non-academic problems; keep faculty and administrators informed regarding new legislation affecting students; serve as a resource for faculty advisors.

Manage the tracking, evaluating, and posting processes for all transfer students majoring in Arts & Sciences programs and for undecided students in University College: determine the URI course equivalency and each course's place in the student's program requirements (i.e. general education, major elective, etc.).

Supervise the updating and management of all undergraduate Arts & Sciences student files.

**Assistant Dean, Arts & Sciences/Student Services (PSA) (0157)**

**Page 2 of 4**

Coordinate submission of student petitions to the Arts & Sciences Scholastic Standing Committee: convene and attend all meetings, serve as resource person regarding student records and pertinent university legislation affecting the committee's decisions. Review and notify students in academic jeopardy at the end of each semester.

Manage the implementation of PeopleSoft for academic and student services in the College. Update the computerized degree audit program for all Arts & Sciences programs via PeopleSoft, including creating new programs in the system and entering all student modifications. Ensure accurate electronic student records data, utilizing and updating multiple PeopleSoft functions, including degree progress audits, modifications to curriculum, transfer credit distribution and other student enrollment functions. This includes utilizing electronic data to update student records, provide advising information, ensure academic requirements are met and that graduation data are accurate

Coordinate with Enrollment Services to certify that athletes are making satisfactory progress toward graduation as defined by the NCAA.

Review and evaluate student academic records to determine remaining requirements and to certify students for graduation.

Review all files as students apply for graduation, determine outstanding requirements, and communicate with students regarding degree completion status. Evaluate files of potential graduates at the end of each term to certify completion of degree, communicate outstanding requirements to students, and compile list of degrees to be conferred for Enrollment Services.

Provide administrative support for the College Curriculum Committee: assist departments in preparation of curriculum proposals; prepare agendas; convene and attend all meetings of the committee; maintain curriculum records; prepare reports for distribution to the College faculty, the Faculty Senate Curricular Affairs Committee and the Graduate Council.

Assist with supervision of College Curriculum Committee through communication with support staff and academic departments in the preparation of materials to be presented, planning and execution of meetings and follow up verbal communication and reports to the Faculty Senate.

Contribute to the recruitment of talented, qualified applicants to the University by representing the College at transfer fairs, CCRI advising events, open houses, and special events such as "Meet the University" and "Centennial Scholars Day." Participate in enroll-a-thons and meet with parents and students at orientations and by appointment.

**Assistant Dean, Arts & Sciences/Student Services (PSA) (0157)**

**Page 3 of 4**

Coordinate the advising program for new transfer students each term and during the summer at Transfer Days. Track the new transfer students and their majors and communicate with them regarding advising & other services. Responsible for recruiting and scheduling faculty during the summer and at the transfer events to ensure effective advising and registration processes.

Prepare and present to the Dean a report annually consisting of data regarding student services assessment and goals.

Prepare and present Academic advising information sessions for faculty and staff each semester.

Demonstrate knowledge of academic rules and regulations, as covered by the University Manual, the collaborative processes and procedures across campus, and the details of all academic programs in the College of Arts & Sciences.

**OTHER DUTIES AND RESPONSIBILITIES:**

Participate in all meetings of the Enrollment Services Advisory Committee and serve on appropriate subcommittees of that committee.

Participate in College, Council of Chairs and Undergraduate Advisory Council meetings as needed.

Assist with the coordination of, and participate in College commencement ceremony by scheduling support staff for the event and, communicating with students regarding participation. Prepare the College program.

Coordinate the update process for the Arts & Sciences section of the *Undergraduate Bulletin*, incorporating approved course and curriculum revisions and personnel changes.

Complete other duties as assigned by the Dean of Arts & Sciences.

**LICENSES, TOOLS AND EQUIPMENT:**

Competence with personal computers, printers, word processing, spreadsheet, and database management software, copy and fax machines.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

REQUIRED: Master's degree, preferably in Higher Education Administration, Student Development, or a related field in Arts & Sciences; a minimum of 5 years' experience in academic advising, enrollment services and/or academic administration; experience working with diverse student populations; superior computer, written, and oral communication skills; supervisory experience and the ability to function independently and collaboratively in a complex academic environment with minimal supervision; counseling skills, and the ability to solve problems creatively in a fast-paced, multifaceted environment; and an understanding of the role of academic services and the value of a liberal arts education in combination with a strong philosophy of student development.

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