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Developed by:.....RW
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Dean, Engineering
DIVISION: Academic Affairs (Engineering)
REPORTS TO: Dean, College of Engineering
GRADE: 14
SUPERVISES: Clerical support staff, Professional staff

BASIC FUNCTION:

Oversee the operation of the Student Services division of the Dean's Office of the College of Engineering.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the academic advising of engineering undergraduate students, including discussing college programs with current and prospective students and their parents; work with support services (i.e., Counseling Center, Career Services, Disability Services) to provide help for students with non-academic problems; keep faculty and administrators informed regarding new legislation affecting students; serve as a resource for departmental advisors.

Hire, train, and supervise Engineering Student Affairs support staff and professional staff, including academic advisor(s) and a student affairs coordinator. Provide oversight of and be involved in the work of University College for Academic Success advisors with an engineering caseload.

Evaluate transcripts for all transfer students majoring in engineering 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 Engineering student files. Coordinate submission of student petitions to the Engineering Scholastic Standing Committee and convene and attend all meetings. Serve as resource person regarding student records and pertinent University legislation affecting the committee's decisions.

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Review and notify students who are in academic jeopardy at the end of each semester. Take part in the “Academic Standing” processes, and communicate with students regarding probationary and dismissal status. Meet with individual college faculty to resolve student grievances.

Manage and update PeopleSoft for academic and student services in the College. Update the computerized degree audit program for all Engineering 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, to provide advising information, and to ensure academic requirements are met and that graduation data are accurate.

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 and communicate outstanding requirements to students as necessary. Compile the list of Engineering degrees to be conferred and forward to Enrollment Services.

Provide administrative support for the College Curriculum Committee and academic departments in preparation of all materials to be presented, e.g., curriculum proposals. Prepare agendas and 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. Plan, execute meetings and follow up with verbal communication to Faculty Senate.

Oversee the process of admission to the College of Engineering from University College, as well as directly from University Admission. Establish faculty and professional advisor assignments and communicate this information to both students and faculty.

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 “Welcome Days.” Participate in enroll-a-thons and meet with parents and students at orientations, other events designed for potential students, and by appointment.

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

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 and other services. Responsible for recruiting and scheduling faculty during the summer and at the transfer events to ensure effective advising and registration processes.

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Coordinate all engineering program accreditation activities with Accreditation Board for Engineering and Technology (ABET). Assist in the development of the College sections of the self-study report for the ABET Accreditation visits, and review and coordinate department self-study sections.

Coordinate the College response to national surveys (ASEE, US News) on an annual basis. Correspond with faculty and staff in and outside of the College to compile the necessary data points in order to provide a complete and thorough response.

Write letters of recommendation on behalf of the College for students applying to engineering graduate programs, as well as law schools, medical schools, and MBA programs.

OTHER DUTIES AND RESPONSIBILITIES:

Maintain a close relationship with the International Engineering Program (IEP), specifically to ensure that students experience seamless academic progress and course scheduling throughout matriculation. Assist with the development and annual update of curriculum guides to aide students in completing both the Language BA and Engineering BS degrees.

Provide direction to the Coordinator of Engineering Student Affairs in their oversight of the Engineering Living and Learning Community (ELLC). Assist in selection of student leaders and participate in move-in weekend, advising nights, and other appropriate programs throughout the academic year. Engage with pertinent campus constituencies (HRL, Dean of Student's Office) to ensure the ongoing success and development of these efforts.

Collect and maintain pertinent data that can be readily accessible, such as enrollment totals, ELLC populations, rates of persistence, etc., and complete projects of this nature as requested by the Dean.

Responsible for coordinating and conveying information regarding academic support and resources available to all students through EGR 105 and throughout students' first academic year.

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

Connect with the Academic Enhancement Center, Departments of Math, Physics, and Chemistry, to ensure that the COE is aware of the latest trends and information related to supporting student success in their foundation coursework. Determine when and how it may be appropriate to coordinate academic support for foundation coursework and beyond.

Participate in College, Chair, and Advisory Council meetings as needed.

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

Update the Engineering section of the Undergraduate and Graduate Bulletins, incorporating approved course and curriculum revisions and faculty changes. Annually update undergraduate curriculum materials (BS curriculum guides, minor declaration forms) accordingly.

Coordinate course offering proposals and approvals for both undergraduate and graduate programs. Work with all College Departments and Enrollment Services to assist in course scheduling for all terms (Fall, Winter, Spring, and Summer), with the primary goal of ensuring students can remain on track for timely graduation.

Attend programs and visit in-state high schools and CCRI to build a bridge to the COE, specifically in line with initiatives designed to attract minority and underrepresented populations.

Oversee the efforts of the Coordinator for Engineering Student Affairs in developing relationships with appropriate Rhode Island employers in order to be quickly informed of internship and career opportunities with their organizations.

Readily provide and analyze data related to the responsibilities of the position at the direction of the Dean.

Complete other duties as assigned by the Dean of Engineering.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, copy and fax machines; word processing, spreadsheet, and database management software

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree; Minimum of five years of experience which includes higher education academic advising and enrollment services and/ or academic administration; Demonstrated experience working with diverse groups/populations; Demonstrated computer skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to function both independently and collaboratively in a complex academic environment with minimal supervision; Demonstrated counseling skills;

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Demonstrated ability to solve problems creatively in a fast-paced, multi-faceted environment; Demonstrated understanding of the role of academic services; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations; Demonstrated ability to prepare and present detailed studies and reports and to make recommendations concerning the substance of studies and reports.

PREFERRED: Demonstrated engineering experience.

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

