

**Job Code:** ..... 100174  
**Position#:** (PSA) ..... (E)  
**Developed by:** ..... ME  
**Reviewed by:** ..... CVS; EM; DLJ  
**Approved by:** ..... LK  
**Date:** 4/87; 5/99; 9/92; 1/04; 7/19

**UNIVERSITY OF RHODE ISLAND  
Position Description**

**TITLE:** Assistant Dean, College of Business  
**DIVISION:** Academic Affairs (College of Business)  
**REPORTS TO:** Dean, College of Business  
**GRADE:** 14  
**SUPERVISES:** Professional, technical and clerical staff

**BASIC FUNCTION:**

Supervise and coordinate the recruiting of undergraduate students. Troubleshoot and resolve student issues, including those related to scholastic standing, transfer, and graduation. Coordinate student-related events. Be the College's liaison to the Institutional Research Dept. to collect and disseminate relevant information to the College's administrators, staff, and faculty. Responsible for coordinating administrative matters for undergraduate students, office personnel, and advisers. Collaborate with the Associate Dean on student issues related to faculty.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Coordinate the academic advising of business undergraduate students, including discussing college programs with current and prospective students and their parents; work with support services (i.e., Enrollment Services, Counseling Center, Career Services, Disability Services) to provide help for students. Keep faculty, administrators, advisers, and staff informed regarding new legislation affecting students.

Hire and train the office and professional staff, including managing administrative matters for staff and academic advisor(s.) Train students to support administrative and professional staff.

Coordinate the updating and management of all undergraduate Business student files including meetings, transfer credits, scholastic standing, and graduation audits, in collaboration with the Administrative Officer. Serve as resource regarding student records and pertinent University legislation affecting the College of Business (COB) Undergraduate program.

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Review and notify students who are in academic jeopardy. Take part in the “Academic Standing” processes and communicate with students regarding probationary and dismissal status.

Manage and update academic and student records in the College. In collaboration with the Associate Dean, update the computerized degree audit program for all Business programs, including creating new programs in the system and entering all student modifications. Ensure accurate electronic student records data, 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 in collaboration with the Administrative Officer. Coordinate the evaluation of 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 Business degrees to be conferred and forward to Enrollment Services. Act as the College’s liaison to the University Graduation Committee, in cooperation with the Administrative Officer, and organize undergraduate commencement in collaboration with the Dean and Associate Deans.

Contribute to the recruitment of talented, qualified applicants to the University by representing the College at transfer fairs, open houses, and special events such as “Welcome Days.” Participate in admission events and meet with parents and students at orientations, other events designed for potential students, and by appointment. In cooperation with the Associate Dean, oversee the process of admission to the College of Business from University College, as well as directly from University Admissions. In addition to normal admission, coordinate the registration of students for business minors and certificate programs.

Coordinate with Enrollment Services to certify that athletes are making satisfactory progress toward graduation as defined by the NCAA. Act as the NCAA academic compliance for COB and perform full compliance reviews of athletes twice a year.

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. Collaborate with the Associate Dean to develop and update articulation agreements, including Joint Admission Agreement, and update advisers on revisions.

In collaboration with the Dean and the Associate Deans, participate in preparing the College’s budget, with the COB Business Manager.

In collaboration with the Leadership Team and Institutional Research, coordinate, prepare, and disseminate reports for Association to Advance Collegiate Schools of Business (AACSB) accreditation and prepare the initial draft of the AACSB, 5-year review report.

Serve as a member of the University Enrollment Services Advising Council (ESAC) and collaborate with the Associate Dean in updating, developing, and implementing advising guidelines.

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#### **OTHER DUTIES AND RESPONSIBILITIES:**

Assist the Associate Deans with special projects related to their areas of responsibility.

Manage Ballentine Hall facility issues, including equipment, and assign offices and resources based on policy developed by the Dean.

Represent the Dean on various committees, as specifically assigned by the Dean.

Assist the Dean in accreditation maintenance for AACSB and New England Commission of Higher Education (NECHE) and in compiling College data. Readily provide and analyze data related to the responsibilities of the position at the discretion of the Dean. Act as liaison to the URI Institutional Research team.

Perform other administrative duties assigned by the Dean.

#### **LICENSES, TOOLS AND EQUIPMENT:**

Personal computers and printers; word processing, database management and spreadsheet software. FERPA, Clery and ADA requirements.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

#### **QUALIFICATIONS:**

**REQUIRED:** Master's degree; Minimum of five years of experience in higher education academic advising, enrollment services, and/or academic administration; Demonstrated ability to work with diverse groups/populations; Demonstrated computer skills, including relational databases and Excel; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated presentation/public speaking skills; Demonstrated supervisory experience; Demonstrated ability to function both independently and collaboratively in a complex academic environment; Demonstrated counseling skills; 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; and, Demonstrated knowledge of FERPA, Clery and ADA requirements.

**PREFERRED:** Demonstrated knowledge of AACSB Assurance of Learning and NECHE Accreditation processes; Demonstrated knowledge of the requirements for business program and college rankings; and, Demonstrated experience in PeopleSoft and E-campus software.

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