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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Dean, College of Health Sciences

DIVISION: Academic Affairs (College of Health Sciences)

REPORTS TO: Dean, College of Health Sciences

GRADE: 14

SUPERVISES: Clerical support staff

BASIC FUNCTION:

Oversee the operation of the Student Services division of the Dean's Office of the College of Health Sciences (CHS).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the academic advising of College of Health Sciences (CHS) undergraduate students, including discussing college programs with current and prospective students and guardians; work with support services (i.e., Counseling Center, Career Counseling, 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.

Evaluate transcripts for all transfer students in CHS majors 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 CHS student files. Chair the CHS Scholastic Standing Committee as the Dean's representative and coordinate submission of student petitions, convening and attending all meetings. Serve as resource person regarding student records and pertinent University legislation affecting the committee's decisions.

Review and notify students who are in academic jeopardy at the end of each semester. Communicate with students probationary and dismissal status and oversee the appeal process. Meet with individual college faculty, department chair, and student to resolve student grievances.

Work with Enrollment Services to manage and update PeopleSoft for academic and student services in the College. Update the computerized degree audit program for all CHS programs via PeopleSoft, including 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 CHS degrees to be conferred, seek approval of the CHS faculty, and forward to Enrollment Services.

Provide administrative support for the College Curriculum Committee. Support staff 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 CHS from University College, as well as directly from University Admission.

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." Coordinate and deliver CHS information sessions for prospective students and their families. Participate in enroll-a-thons and meet with parents and students at orientations, other events designed for potential students, and by appointment. Organize CHS faculty and staff participation at such events.

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.

Serve as an adviser to the CHS Student Advisory Committee (Undergraduate) including attending meetings.

Provide oversight for the CHS Living and Learning Community.

OTHER DUTIES AND RESPONSIBILITIES:

Serve as the catalog coordinator for CHS.

Maintain a close relationship with all academic departments, specifically to ensure that students experience a seamless academic progress and course scheduling throughout matriculation.

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

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

Connect with the Academic Enhancement Center and Departments such as Math, Biology, and Chemistry, to ensure that CHS 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.

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

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 CHS.

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 computer skills; demonstrated proficiency in written communication skills; demonstrated strong interpersonal and verbal communication skills; demonstrated supervisory experience; demonstrated ability to function both independently and collaboratively in a complex academic environment with minimal supervision; 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; demonstrated ability to make recommendations concerning the substance of studies and reports; and, demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience in a field related to CHS (communicative disorders; health studies; human development and family studies; Kinesiology; Nutrition and Food Sciences; Physical Therapy; Psychology).

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