

Class Code:.....0179
Position#: (PSA).....107438
Developed by:.....DJ
Reviewed by:.....SG
Approved by:.....LK
Date:..... 1/11

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Dean, Nursing/Administration
DIVISION: Academic Affairs / Nursing
REPORTS TO: Dean, College of Nursing
GRADE: 14
SUPERVISES: Professional, support and student staff

BASIC FUNCTION:

Assist and advise the Dean on all matters of administration, including the following: budget preparation and implementation; personnel matters, including search activities for both faculty and staff positions; support for the Directors of both the Undergraduate and Graduate Programs; facilitation/coordination of student activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for marketing of, and recruitment for, all programs of the College.

Collaborate with the Dean and Directors in the preparation, planning, and evaluation of the College's budgetary needs.

Supervise the assignment of duties to and the evaluation of College support staff (i.e., IT staff, office support staff, and student employees).

Support/assist the faculty in the supervision of College instructional centers, including the media center, skills laboratories, and learning laboratories.

Represent the College at assigned University functions and off-campus events, and serve on institutional committees. Assist the Dean with alumni and advancement events.

Support search committees for both faculty and staff searches, ensuring compliance with affirmative action policies and guidelines.

Assistant Dean, Nursing/Administration (PSA - 0179)
Page 2 of 2

In consultation with the Dean, support the faculty in resource allocation.

In consultation with the Dean and faculty, be responsible for the development and maintenance of College policies and procedures.

Supervise the updating of the College's website and appropriate links.

Responsible for managing student databases.

Responsible for the completion of pertinent surveys.

Coordinate various College activities such as the student ambassador program, living and learning communities, undergraduate pinning ceremony, graduate breakfast, and graduation events.

In the Dean's absence, is responsible for administrative issues.

Oversee facilities maintenance and utilization.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers. Software such as Peoplesoft and sakai.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree; 5 years of combined experience in student affairs and higher education administration; experience with undergraduate and graduate student activities; demonstrated ability to communicate effectively with students, parents, and faculty; demonstrated strong writing skills and ability to work in a complex environment; demonstrated ability to work effectively with internal and external constituencies, and to organize, coordinate and supervise support staff; ability to prepare and present statistical studies and reports.

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