

Position#:(PSA).8924,8927..0190
Developed by:...(E).....KQ
Reviewed by:.....SG
Approved by:.....LK
Date:.....12/12

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Finish-What-You-Started Program (FWYS)
DIVISION: Academic Affairs (College of Continuing Education)
REPORTS TO: Associate Dean, College of Continuing Education
GRADE: 7
SUPERVISES: (Not applicable)

BASIC FUNCTION:

Oversee the day-to-day operations of the University's "Finish-What-You-Started Program," a component of the institution's "Recruit and Educate Local At-Risk Adults & Youth (RELAAY) Project." Assist people who left college a few courses shy of earning a degree, guiding them to matriculation at the University. Maintain a close working relationship with the Office of Enrollment Services, ensuring conformity to the University's overall enrollment policies and processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Guide program participants through the process of matriculating at the University.

Work with University administrative and academic departments to assist in the matriculation process.

When appropriate, refer participants to degree-granting programs at the Community College of Rhode Island or Rhode Island College.

Develop and maintain a comprehensive knowledge of the matriculation processes at all URI campuses.

Serve a diverse set of participants, including non-traditional and adult populations.

Hold telephone and in-person meetings with FWYS participants.

Develop and maintain information on financial aid programs.

Maintain confidential records, reports, and documentation regarding FWYS Project participants.

Maintain a network of contacts and resources, including at the Community College of Rhode Island and Rhode Island College.

OTHER DUTIES AND RESPONSIBILITIES:

Assist with all of the Program's special events.

Assist in developing funding strategies to support educational programs.

Assist students in completing financial aid forms, standardized test registration, and college applications.

Perform other duties and responsibilities as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software; means of transportation between Kingston and Providence campuses

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. Traveling from site to site may be required.

QUALIFICATIONS:

REQUIRED: BA, BS or BIS; minimum of three years of combined experience in two or more of the following: recruiting and/or advising in an academic program setting, program coordination experience; demonstrated strong interpersonal skills; demonstrated ability to navigate complex administrative systems; demonstrated ability to communicate effectively, verbally and in writing; demonstrated computer skills, including demonstrated proficiency using Microsoft Word and Excel; ability to travel from site-to-site and to provide own transportation.

PREFERRED: Knowledge of University of Rhode Island administrative procedures as they relate to matriculation; experience working with non-traditional and under-represented student populations.

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