

Class Code:.....0205
Position #:(PSA).....
Developed by:.....
Reviewed by:.....SG
Approved by:.....
Date:.....01/97

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, Student Involvement &
Experiential Learning

DIVISION: Student Affairs

REPORTS TO: Director, Memorial Union

GRADE: 13

SUPERVISES: Professional, Clerical, Technical Staff,
Student Staff

BASIC FUNCTION:

Administers student learning life-skills program which addresses student development needs while focusing on current trends and research (e.g., financial planning). Oversees programs fostering interdepartmental partnerships. Manages the budget, staff, and programs of the department. Work with over 85 student organizations utilizing a budget of \$600,000.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate, develop, and facilitate life skills training program including the peer leader program and a marketing plan to promote the program on campus.

Coordinate on-going training series for the life-skills peer leaders.

Provide direction, advice, and counseling to student organizations.

Facilitate the needs of student organizations in the planning of functions, with particular attention to those organizations that do not have an advisor.

Integrate the traditional academic experiences into the broader learning experience of co-curricular activities through advising internships and teaching.

Directly advise certain assigned student organizations, whose assignment will be reviewed annually and could be revised.

Work proactively with students to make them aware of the opportunities available to them outside the classroom.

Develop a marketing plan to assist in the promotion of department services.

Develop and supervise a program of mentors/mentees for students with people working in the community through the life-skills program.

Establish staff and faculty advisory system for recognized student organizations.

Coordinate a comprehensive staff and faculty advisory training program.

OTHER DUTIES AND RESPONSIBILITIES:

Participate as an active member on University committees.

Participate in conferences/conventions through attendance or facilitation of workshops to represent the department.

Facilitate system of evaluation for the programs we coordinate.

Engage in active research to stay current with trends and issues in the areas of community/student involvement and life-skills learning issues and actively engaging in research to measure those related outcomes to the University.

Create a formal assessment program to connect students to the organizations available to them.

Develop and oversee the evaluation process for annual assignments of student organizations to staff for advising responsibilities.

Maintain certification for outdoor adventure training and conduct workshops and programs for the campus community.

Administer department including budget, development and supervision of student managers, and organizational development. Have signatory authority for student senate accounts and individual organizations.

Administer University policies and procedures as they apply to student organizations.

Act in the Director's behalf in their absence and represent student involvement and experiential learning department at management meetings.

Supervise professional positions, graduate assistants and all other student interns and staff in the Student Involvement and Experiential learning Department.

Coordinate and facilitate the annual graduate assistant search process.

Carry out special assignments as directed

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree in Student Personnel, Higher Education, Counseling, or related fields. Three to five years' in student involvement/activities or related field. This position requires that the person possess the ability to communicate effectively orally and in writing and be able to organize, coordinate, and supervise support staff.

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