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Developed by:.....
Reviewed by:.....
Approved by:.....
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, CCE/Student Services

DIVISION: Academic Affairs (CCE)

REPORTS TO:

GRADE: 13

SUPERVISES: Counseling staff, technical and clerical staff, and student workers

BASIC FUNCTION:

Develop and supervise programs and services in Student Services. Provide close and direct assistance in planning, coordinating, directing and controlling the department's functions and programs and do related work as required. Represent the department and the University in various recruitment and outreach activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate recruitment, selection, training and on-going in-service training for Student Services Staff.

Coordinate all counseling and co-curricular programs and services performed by the paraprofessional counseling staff.

Provide supervision and evaluation of all paraprofessional counseling staff on the performance of their duties.

Assist in planning and implementing appropriate programs and activities designed to meet the needs of continuing education students.

Initiate activities related to the identification of special support and developmental needs of continuing education students.

Develop and maintain computer assisted data reporting systems for the Office of Student Services.

Assist in short- and long-term budget management including operating, cash cash flow through student payroll accounts.

Develop and maintain contact with local, private and state social service agencies.

Assist in the preparation of the Annual Report and other administrative reports.

Serve as professional back-up for the paraprofessional counseling staff and provide professional counseling for continuing education students.

Schedule and conduct departmental staff meetings.

Serve as administrative unit head when supervisor is absent.

Develop conferences, seminars and other cultural/education events for the college and public communities.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree in student personnel, counseling or related field; a minimum of three years of experience in student affairs work at the higher education level; thorough knowledge of, and working experience with, adult student developmental issues; ability to communicate effectively orally and in writing; ability to organize, coordinate and supervise support staff; excellent interpersonal skills.

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