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

Position Description

TITLE: Associate Dean, College of Business Administration (Graduate Programs and Research)

DIVISION: Academic Affairs

REPORTS TO: Dean, College of Business Administration

GRADE: 19

SUPERVISES: Professional and clerical staff

BASIC FUNCTION:

Serve as a member of the College Administrative Council, participate in the development, planning and administration of graduate academic programs and in the direction of College research centers and institutes. Represent the Dean in meetings relating to graduate studies and research activities of the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Participate in all facets of planning centered around graduate programs and research activities of the College. Direct all graduate programs and/or select directors for specific graduate programs with the approval of the Dean; coordinate graduate program promotional activities; review and evaluate students' application materials and recommend admission of qualified candidates in conjunction with the specific program director. Direct student recruitment for programs, coordinate course scheduling, handle student problems, and insure the maintenance of academic standards. Serve as liaison with University officers responsible for graduate programs and research, and with the College's Graduate Affairs and Research Committee. Assist faculty in identifying research opportunities; monitor all fiscal activities of the College's research centers and institutes. Responsible for promoting the College's research and graduate programs. Perform other general administrative responsibilities on behalf of the Dean, including accreditation activities. Part of the continued assignment involves teaching and research.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

The incumbent will not be exposed to adverse environmental conditions.

QUALIFICATIONS:

Appropriate doctorate or equivalent required. Must be a tenured faculty member in the College, with experience teaching at the graduate level and with an appropriate research record evidenced by publications in first-tier journals.

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

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