

Job Code:.....100297B
Position #: (NUNC) (E)7091
Developed by:..... JM
Reviewed by:.....SG; DLJ
Approved by:.....LK
Date:..5/95; 6/07/ 4/15; 6/19

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Dean, Graduate School/Graduate Studies
DIVISION: Academic Affairs (Graduate School)
REPORTS TO: Dean of the Graduate School/Graduate Studies
GRADE: 18
SUPERVISES: Professional, administrative and clerical support staff

BASIC FUNCTION:

Promote excellence in graduate education as a member of the Graduate School executive leadership team. Counsel, mentor and assist graduate students, including those from underrepresented populations. Oversee graduate academic affairs. Coordinate training and workshop opportunities regarding graduate education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee all graduate academic programs.

Review graduate thesis/dissertation proposals and theses and dissertations.

Monitor graduate student programs of study.

Engage in all aspects of graduate student's academic career.

Review and verify degree audits.

Oversee and supervise Enrollment Services staff.

Ascertain the accuracy of student records.

Participate in student award mechanisms such as scholarships and fellowships.

Be knowledgeable about all policies related to student employment particularly assistantships.

Oversee graduate program assessment.

Participate in grad commencement preparation

Assist in graduate student admissions and recruitment.

Counsel, mentor and assist graduate students, including those from underrepresented populations.

Develop training and workshops for graduate students and graduate faculty.

OTHER DUTIES AND RESPONSIBILITIES:

Plan and coordinate Graduate Council activities and graduate academic affairs.

Communicate regularly with graduate program directors and advising staff and coordinate meetings to disseminate important information and updates.

Participate in strategic budgeting and planning processes for the Graduate School.

Prepare reports for internal and external stakeholders.

Facilitate all faculty in developing and submitting grants that would include significant support for graduate students.

Assist the Dean of the Graduate School in the effective management of the Graduate School.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Doctorate or terminal degree; Must be a tenured faculty member at URI; Demonstrated experience in major instructional and research supervisory work experience with graduate students; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated attention to detail; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others; Demonstrated ability to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports; Demonstrated ability to prepare and deliver oral presentations; Demonstrated ability to speak effectively before faculty and administrative staff members on assigned work and related subjects; Demonstrated experience with student mentoring; Demonstrated experience as a member of doctoral committees; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated previous involvement in university administration, (e.g., department chair, program director, director of graduate studies, chairperson of major committees, etc.); Demonstrated experience as a doctoral and masters committee Major Professor with multiple students; and, Demonstrated understanding of financial support mechanisms for graduate students, including assistantships and fellowships.

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