

Class Code:.....0300-2017
Position #:.....(NUNC) (E)
Developed by:.....EPL;BW
Reviewed by:.....DLJ
Approved by:.....LK
Date:.....7/16; 02/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Dean, Student and Academic Affairs
DIVISION: Academic Affairs (College of Pharmacy)
REPORTS TO: Dean, College of Pharmacy
GRADE: 19
SUPERVISES: Professional, technical and clerical support staff

BASIC FUNCTION:

Provide leadership and support for all College of Pharmacy academic programs and educational policies. Coordinate and supervise the Student and Academic Affairs Office, including associated support staff and college committees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist and advise the Dean on all matters of student and academic affairs as required.

Responsible and accountable for activities such as commencement; undergraduate, professional degree and graduate curriculum; admission; program assessment and accreditations; and, new student recruitment, orientation and retention activities. Assist the Dean with strategic and budget planning and annual review.

Lead all aspects of the Student and Academic Affairs office, including budgeting, strategic planning and project management.

Oversee graduate, professional degree and undergraduate academic programs.

Promote, support and identify resources for Interprofessional Education (IPE), cross-department programmatic collaboration, and cross-College/School programs.

Support the College role and activities of the URI Academic Health Collaborative.

Ensure compliance with accreditation programs and regulatory requirements and the program assessment activities of the College.

Serve as an ad hoc member and provide administrative leadership and support for College committees related to the student experience (e.g. Admissions, professionalism, assessment, scholastic standing, and diversity).

Support department chairs in faculty teaching assignments, assessment and allocation of resources.

Perform academic scheduling and resource allocation to meet curricular needs.

Coordinate scholastic standing and program retention requirements.
Facilitate referrals for students to University Services (e.g. Disability Services, Counseling Center.)

Represent the College on institutional committees, at assigned University functions, and at designated off-campus events.

Perform general administrative and management functions on behalf of the Dean. Act as the Dean, as assigned, or for matters requiring attention when the Dean is not available.

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:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: An earned doctorate in one of the pharmaceutical sciences or a related field or an equivalent degree (J.D., etc.); Must be a University of Rhode Island associate or full tenure track or non-tenure track professor; Demonstrated administrative experience in higher education in faculty roles (such as: department or university/college committee chair, graduate program director, principal investigator of a major grant, director of a significant program, etc.); Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, and rules and regulations and communicate the interpretation to others; Demonstrated ability to prepare studies and reports; Demonstrated presentation skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated record of scholarship; and, Demonstrated ability to collaborate with professionals across multiple health disciplines.

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