

**Job Code: .....100303**  
**Position #: (NUNC) ..... (E)**  
**Developed by:.....RCR**  
**Reviewed by:.....SG; DLJ**  
**Approved by:.....LK**  
**Date: ..... 10/10; 09/19**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Associate Dean, CELS/Academic Programs  
**DIVISION:** Academic Affairs (CELS)  
**REPORTS TO:** Dean, College of the Environment and Life Sciences  
**GRADE:** 18  
**SUPERVISES:** Professional, technical and clerical support staff

**BASIC FUNCTION:**

Assist and advise the Dean on all matters of administration, including the following: budget preparation and implementation; personnel matters including both faculty and non-faculty hiring, promotion, tenure, terminations, salary reviews and workload planning; and academic program focus, evaluation, and review.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for supervision of the marketing of, recruitment for, and retention of students in all academic programs in the College.

Responsible for supervision of student affairs, including handling pre-program advisement of undergraduate students, as well as program-level advising.

Provide supervision of the office that maintains student records and scholarships.

Responsible for oversight of the College's Curricular Affairs Committee and delegating faculty to serve on committees related to student affairs issues.

Collaborate with the Dean, associate dean, and directors in budget preparation, planning, and evaluating all aspects of the College.

Provide leadership for issues related to the academic affairs of the College including, but not limited to, issues associated with students, minors, majors, and programs.

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Collaborate with the Dean, associate dean, and faculty in ongoing assessment, development, and implementation of academic programs.

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

Provide support and assistance in the graduate education, research, and public service function of the College.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform general administrative functions on behalf of the Dean.

Assume responsibility for the College in the absence of the Dean.

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:** Earned doctorate; Minimum ten years of experience in environmental or life sciences; Minimum five years of experience in higher education; Earned faculty rank of associate professor or above; Demonstrated leadership experience (e.g., department chair, graduate program director or director of a significant academic program, or PI of a major grant); Demonstrated ability to work with diverse groups/populations; Demonstrated organizational skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience in research including record of scientific publications and external grants; Demonstrated experience teaching courses in an institution of higher education; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others; Demonstrated ability to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports; and, Demonstrated ability to prepare and deliver oral presentations.

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