

Class Code:..... 0304
Position#:(NUNC)....8104
Developed by:.....GW
Reviewed by:.....SG
Approved by:.....LK
Date:.....8/01

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Associate Director, SPTD
DIVISION: Student Affairs
REPORTS TO: Director, SPTD
GRADE: 13
SUPERVISES: Professional (including 3 academic advisors), clerical and tutorial staff

BASIC FUNCTION:

Develop and administer advisement, evaluation and academic intervention programs for at-risk minority and under-prepared college students. Develop, staff and administer tutorial program for Special Programs for Talent Development (SPTD) students and affiliated student athletes. Develop instructional philosophy and methodology and train pre-matriculation instructional staff. Supervise advisors for athletics and coordinate educational programs/intervention between the Athletic Department and SPTD. Responsible for the advising and pre-matriculation programs for the SPTD Providence Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

For the SPTD Providence Program, develop an advising program which will include special new student orientation.

Supervise current Talent Development staff assigned part-time to responsibilities in the Providence Program.

For the SPTD Providence Program, develop a pre-matriculation program, including curriculum, staffing, staff training, and tutorials. Supervise the Providence Pre-Matriculation Program's staff.

Develop a graduate assistantship program for the Providence Program, and supervise a graduate assistant.

Develop and supervise a full-time Academic Advisor position for the Providence Program.

Within SPTD, systematically and continually assess academic needs of, and the program's response to, at-risk or minority students.

Develop appropriate advisement programming and interventions to increase retention of minority/at-risk students.

Assess tutorial needs of students. Recruit, hire, and supervise tutorial staff as needed.

Recruit, interview, hire and train pre-matriculation staff.

Conduct on-going review and evaluation of pre-matriculation staff and programming.

Develop and supervise a credited SPTD internship position for a graduate student in the College Student Personnel Program.

Develop and supervise a full graduate assistantship position within SPTD.

Develop and instruct pre-matriculation course in metacognitive self-assessment and skills building.

Develop staff training workshop and manual for SPTD Pre-matriculation Program.

Supervise academic advisors for men's and women's basketball, and other at-risk athletes.

Serve as liaison to faculty to facilitate development of collaborations for TD's Pre-Mat Program, i.e., cohort classes, themed literature or history classes.

OTHER DUTIES AND RESPONSIBILITIES:

Systematically and continually assess the effectiveness of advisement programming for URI athletics.

Develop, in conjunction with the Director and the Associate Director of Athletics, programming appropriate to meet academic needs of URI's student athletes.

Be available to other staff and faculty regarding issues relevant to minority or at-risk students.

Respond to tutorial staff and provide interventions for individual students.

Coordinate with other SPTD staff members to respond to institutional issues relevant to minority/at-risk students.

Be available to individual SPTD students for problem solving and program support.

Serve as on-going liaison with Director and Associate Director of Athletics.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree required, with at least three years of progressively responsible experience in an academic/social program setting involving minority-disadvantaged adolescents and young adults required. This position requires that the incumbent possess the ability to communicate effectively orally and in writing, and possess strong interpersonal skills. Must be able to organize, coordinate and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must be able to prepare and deliver oral presentations before small, medium and large groups of people. Incumbent must possess the ability to speak effectively before faculty and administrative staff members on assigned work and related subjects.

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

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