

Job Code:...100304-2016  
Position#: (NUNC).....(E)  
Developed by:.....GW  
Reviewed by:.....DLJ  
Approved by:.....LK  
Date:.....09/16

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

**TITLE:** Associate Director for TD Academic Programming & Assessment (Talent Development)

**DIVISION:** Student Affairs (Talent Development)

**REPORTS TO:** Director (Talent Development)

**GRADE:** 13

**SUPERVISES:** Assistant Directors, Academic Advisors, Coordinator(s), Information Aide, Senior Word Processing Typist, and Student staff.

**BASIC FUNCTIONS:**

Develop, administer and manage academic advisement, evaluation and academic intervention programs for students in the TD Program. Discuss all college programs with current and prospective students and their parents. Liaise with support services to provide assistance to students with non-academic issues.

Coordinate the PREP Program. Develop, plan and prepare documents for the TD PREP Program. Develop staff and administer the TD Summer Program. Develop instructional philosophy and methodology, and train Summer Program instructional staff. Develop long range plans for the Summer Program with an emphasis on increasing numbers of Talent Development students in CEMS disciplines. Serve as Talent Development liaison to university faculty. Liaise with Enrollment Services, specifically the financial aid office. Develop programming to focus on retention and completion rates for Talent Development students.

Provide academic advising on an individual and group basis for students in Talent Development. Ensure that TD students progress toward graduation in a timely and systematic way.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Systematically and continually assess the academic needs of and the programs response to Talent Development students. Develop appropriate advisement programming and interventions to increase retention and completion rates of Talent Development students.

Serve as the representative of Talent Development on university academic planning committees.

Maintain the Talent Development group affiliation in eCampus.

Prepare all documents for mailings and advising sessions for the Talent Development PREP Program.

Assess tutorial needs of students in the Summer Program.

Recruit, hire, and supervise the Summer Program tutorial staff.

Recruit, hire and train all Summer Program instructional staff.

Respond to tutorial staff and provide interventions for individual students.

Direct the Summer Writing program. Develop outcomes for the writing program. Recruit, hire and train writing staff.

Conduct on-going review and evaluation of the Summer Program staff and programming.

Develop the Summer Program course in metacognitive self-assessment and learning skills.

Develop instructional staff training workshops and manuals for the Summer Program.

Liaise with faculty and facilitate development of collaborations for the Summer Program.

**OTHER DUTIES AND RESPONSIBILITIES:**

Work evenings and weekends, when necessary.

Perform all other duties and responsibilities, as assigned.

**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:** Master's degree; Minimum five years of progressively responsible experience as a higher education opportunity educational administrator, academic advisor, enrollment services liaison and/or academic administrator in a program similar to Talent Development; Demonstrated strong verbal and interpersonal communication skills; Demonstrated strong written communication skills; Demonstrated ability to work independently and as part of a team; Demonstrated supervisory experience; Demonstrated ability to interpret institution policies, plans, objectives, rules and regulations and communicate that interpretation to others; Demonstrated ability to prepare detailed studies and reports and present them to faculty and administrative staff; Demonstrated experience in recruitment of students into a program similar to Talent Development; Demonstrated experience in acceptance of students into a program similar to Talent Development; and, Demonstrated ability to work with diverse groups/populations.

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