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Developed by:.....SG
Reviewed by:.....
Approved by:.....
Date:.....7/99

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, MBA Programs
DIVISION: Academic Affairs (College of Business)
REPORTS TO: Assistant Dean, Graduate Programs & Research
GRADE: 12
SUPERVISES: Clerical and other support staff

BASIC FUNCTION:

Serve as recruiter and advisor for MBA programs at all campuses of the University. Coordinate the administration of MBA programs and the processing of admissions materials for all MBA applicants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with the Associate Dean to establish admissions criteria and recruitment goals for all MBA programs. Recruit prospective students.

Counsel applicants regarding admission criteria, courses, requirements and assistantships. Conduct orientation sessions for new students.

Maintain statistical data regarding applicants and enrollees.

Work closely with the Associate Dean and MBA Program Directors in developing and maintaining course schedules, and in evaluating and assessing all MBA programs.

Consult with MBA Program Directors with regard to course waivers, exemptions, and transfer credits.

Coordinate the admission process for all MBA programs including managing all applications, insuring all applications are processed correctly, and making recommendations to the Directors regarding admissions.

Work with Bursar and Registrar on registrations for EMBA and KMBA programs.

Prepare various promotional materials, such as brochures and pamphlets. Develop contacts with corporate representatives to promote the MBA programs.

Work with the Director of the KMBA Program in administering the program, including orientation week, graduation ceremony, assigning student groups and classrooms, and registering students.

Work with the Director of the EMBA Program in administering the program, including orientation week, graduation ceremony, assigning student groups, room assignments, registering students, purchasing books and materials, and billing and collecting student fees.

Maintain the MBA website and assist with the maintenance of the MBA database.

Serve as representative for the College of Graduate Management Admission Council events.

OTHER DUTIES AND RESPONSIBILITIES:

Serve on appropriate committees; attend admissions-related conferences and workshops.

Assist the Graduate School with degree audits.

Assist the Director of Development with fundraising for the MBA programs.

Assist the Associate Dean of Graduate Programs in the development of new relationships between the MBA programs and other graduate programs at URI and business organizations and associations.

Assist the Associate Dean with the Visiting Committee for Graduate Programs.

Assist in career teams for graduate programs.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

The position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree in business administration from an AACSB-accredited institution required, as is a year of experience in administration, counseling and/or experience in higher education working with students (internship work may be included). Must possess the ability to communicate effectively verbally and in writing, and to organize, coordinate and supervise support staff. Familiarity with and effective use of PC/Web environment required. Must be able to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to subordinates and others. Must be able to prepare and present the results of detailed studies and reports.

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