

Class Code:.....0335
Position#: (PSA)(E)....108982
Developed by:.....CK
Reviewed by:.....LK
Approved by:.....LK
Date:.....09/2013

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Specialist, Faculty Senate
DIVISION: Academic Affairs (Faculty Senate Office)
REPORTS TO: Coordinator, Faculty Senate
GRADE: 9
SUPERVISES: (Not applicable)

BASIC FUNCTION:

Assist the Faculty Senate, its committees, and the Faculty Senate Coordinator in implementing University policies and procedures. Manage multiple projects of a complex and responsible nature and communicate effectively with faculty, administrators, and other members of the University community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Engage the policies and procedures of the URI Faculty Senate and the Rhode Island Board of Education regulations governing academic changes.

Implement and maintain a system for processing curricular matters that serves the needs of the department, college, senate committees, Enrollment Services, Publications, University College, and other units, in addition to the Rhode Island Board of Education.

Advise University faculty, academic administrators, and staff in understanding and implementing curricular procedures.

Process all curricular proposals related to undergraduate and graduate programs, degrees, certificates, and courses offered by the University.

Ensure curricular consistency with the requirements of the coordinating and review committees, Enrollment Services, University College, the University Catalog, and Admissions.

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Resolve problems arising from discrepancies associated with course codes and numbers, titles, descriptions, methods of instruction, and credits.

Facilitate meetings of the Faculty Senate and Faculty Senate committees as needed; record meeting minutes as needed; undertake initiatives, projects, or research resulting from meetings.

Assist in preparing and processing University legislation; compile reports.

Assist in preparing meeting agendas.

Assist in editing, maintaining, and posting information to the Faculty Senate website.

Utilize Sakai sites for the Faculty Senate and Faculty Senate committee work.

Perform budget operations; maintain office files and budget records.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree in liberal arts or sciences; demonstrated comprehensive understanding of university structure, functions, and culture as gained through at least 5 years of experience working in an academic environment in higher education; demonstrated experience in curriculum management, working with curricular procedures from proposal through implementation; demonstrated understanding of university curriculum requirements including general education requirements; demonstrated knowledge of university catalog policies, requirements, and format; demonstrated proficiency with PeopleSoft (e-campus) applications; demonstrated prior experience facilitating meetings, developing agendas.

Preferred: demonstrated familiarity with content management systems such as WordPress; demonstrated familiarity with the University Manual; demonstrated strong computer, organizational, and interpersonal skills; demonstrated strengths in written and oral communication; demonstrated ability to be impartial and diplomatic; demonstrated ability to collaborate with diverse groups including faculty, administrative officers, students, and others.

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