

Class Code:..... 0387
Position#: .(PSA)(NE).....
Developed by:.....GW, JR
Reviewed by:..... SG
Approved by:.....LK
Date:.....1/12

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, SPTD/Recruit & Educate Local At-Risk Adults & Youth Project

DIVISION: Student Affairs – (SPTD)

REPORTS TO: Director, SPTD

GRADE: 7

SUPERVISES: May supervise support staff; students

BASIC FUNCTION:

Oversee the day-to-day operations of the University's "Recruit and Educate Local At-Risk Adults & Youth (RELAAY) Project" within Special Programs for Talent Development (SPTD), with the goal of supporting and retaining the number of RELAAY Project participants at the University of Rhode Island.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Hold weekly individual and group meetings with RELAAY Project participants.

Hold mid-semester evaluations with RELAAY Project participants.

Conduct RELAAY Project recruitment and outreach informational and instructional meetings, and make presentations to large and small audiences at Rhode Island high schools.

Develop and coordinate support services such as tutoring and skills workshops for RELAAY Project participants.

Maintain confidential records, reports, and documentation regarding RELAAY Project participants.

Maintain a network of contacts and resources.

Develop and maintain a comprehensive knowledge of and information on financial aid programs.

OTHER DUTIES AND RESPONSIBILITIES:

Assist with all of the program's special events.

Assist in developing funding strategies to support educational programs.

Assist students in completing financial aid forms, standardized test registration, and college applications.

Perform other duties and responsibilities as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software; valid driver's license and means of transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. Traveling from site to site is required.

QUALIFICATIONS:

Required: BA or BS; minimum of three years of combined experience in two or more of the following: recruiting and/or advising in an academic program setting, program coordination experience, experience working in a title IV grant program. The following are also required: school-based experience, and/or experience in community work; experience working with culturally diverse populations; strong interpersonal skills; ability to communicate effectively, verbally and in writing; computer skills; ability to travel from site to site and to provide own transportation.

Preferred: Master's degree.

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