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Developed by :DR
Reviewed by:DLJ
Approved by:... ..LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator of Student Affairs, College of Health Sciences

DIVISION: Academic Affairs

REPORTS TO: Assistant Dean, College of Health Sciences

GRADE: 11

SUPERVISES: N/A

BASIC FUNCTION:

Coordinate the operation of the Student Affairs division of the Dean's Office of the College of Health Sciences

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist in academic advising of CHS undergraduate students, including discussing college programs with current and prospective students and their parents. Liaise work with support services (Counseling Center, Career Counseling, Disability Services, Academic Enhancement Center, Student Life, University College) to provide assistance to students with non-academic problem. Assist and advise undergraduate students with their programs of study as they enter the College, change majors, seek readmission, and prepare for graduation.

Update and organize undergraduate CHS student files.

Conduct degree audits for graduating seniors to determine outstanding requirements and communicate with students regarding degree completion status. Evaluate files of potential graduates at the end of each term to certify completion of degree.

Review CHS students for Scholastic Standing at the end of each semester regarding dismissals, probation, and conditional status.

Advise students at Transfer Days. Evaluate transcripts of new transfer students and continuing students completing courses at other institutions. Enter transfer credit data and major/concentration changes.

Ensure accurate electronic student records data, utilizing and updating multiple PeopleSoft functions, including degree progress audits, modifications to curriculum, transfer credit distribution, and other student enrollment functions. This includes utilizing electronic data to update student records and to provide advising information, thereby ensuring that academic requirements are met and that graduation data are accurate.

Provide data and reports to the Dean of CHS and college administrators.

Provide training and serve as a resource for faculty advisors.

Serve as a member of and support the work of the Scholastic Standing Committee.

Contribute to the recruitment of talented, qualified applicants to the University by representing CHS at open houses and special events such as "Welcome Days." Meet with parents and students at orientations and other events designed for potential students, and by appointment.

OTHER DUTIES/RESPONSIBILITIES:

Collect and maintain pertinent data that can be readily accessible, such as enrollment totals.

Participate in College and management team meetings as needed.

LICENSES, TOOLS AND EQUIPMENT:

Competence with personal computers, printers, word processing, spreadsheet and database software, Peoplesoft, Sakai, and copy and fax machines.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree; Minimum of three years of experience in higher education academic advising, enrollment services, and/or academic administration; Demonstrated experience working with diverse student populations and other diverse groups; Demonstrated computer skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to function both independently and collaboratively; Demonstrated academic counseling skills; Demonstrated understanding of the role of academic advising; Demonstrated ability to interpret policies, plans, objectives rules and regulations; and, Demonstrated ability to prepare and present detailed studies and reports.

PREFERRED: Master's degree in Higher Education, Counseling, or Student Affairs; and, Demonstrated knowledge of eCampus, Sakai, and Starfish.

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