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Developed by:...RH; AR
Reviewed by:.....LK,SG
Approved by:.....LK
Date:.....5/13; 1/15

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Harrington School of Communication and Media

DIVISION: College of Arts and Sciences

REPORTS TO: Director, Harrington School of Communication and Media

GRADE: 7

SUPERVISES: Support staff, Graduate and Undergraduate Students

BASIC FUNCTION:

Under the direction of the Harrington School Director, manage the day-to-day operations of the Harrington School office, including correspondence, phone calls, purchasing, budgeting, website development and maintenance, and the writing of the bi-weekly newsletter. Supervise and mentor the administrative and student support staff, while collaborating with administrative support staff in the Harrington School departments and programs. Plan/deliver internal communication to departments, faculty, students and external communication to alumni, advisory board members, and prospective students. Plan and organize faculty, staff, and advisory board meetings, as well as conferences and special events. Serve as the drop-in advisor for interdisciplinary majors, and schedule interdisciplinary courses in the Harrington School.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage a support staff consisting of a fiscal clerk, undergraduate and graduate student workers and interns. Collaborate with other administrative support staff in the Harrington School.

Coordinate the inventory and purchase of office supplies, promotional materials, and audio/video equipment for the HUB media equipment resource center.

Manage the marketing and distribution of promotional materials, including newsletters, brochures, and banners, and assist in the development of website and social media strategies.

Coordinate and participate in administrative staff and faculty meetings. Coordinate the scheduling of the Harrington School faculty meetings, lectures, conferences, and other special events and provide support to the faculty participating in these events.

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Under the supervision of the Director of the Harrington School, coordinate and manage logistics, scheduling, and publicity for all Harrington School events on both the Kingston and Providence campuses.

Provide high-level administrative support to the Director. Coordinate calendars, and schedule and coordinate meetings on campus and off-site. Coordinate and facilitate Director's travel schedule.

In consultation with the Director, assist in budget reviews to identify opportunities for conservation and consolidation of resources, and help write grant proposals to secure additional funding for the School.

Work with the Assistant Dean and the Director to coordinate the training, scheduling, and workloads of student workers and interns. Assist in coordinating the workloads of the student Rangers, and help facilitate and schedule parent/student information sessions.

Participate in student advising as needed, including acting as the drop-in advisor for the interdisciplinary majors in the Harrington School.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties relevant to the Harrington School of Communication and Media as assigned by the Director.

ENVIROMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; minimum of three years of administrative/office management experience and/or events planning experience; demonstrated past success in planning, organizing, and implementing small- and large-scale programs and events; demonstrated strong interpersonal skills; demonstrated strong written and oral communication skills; demonstrated budget oversight experience; demonstrated ability to organize and coordinate; demonstrated ability to work in a fast-paced, team-oriented, culturally-diverse academic environment; demonstrated skill in maintaining and updating websites and social media feeds; demonstrated ability to supervise a support staff.

PREFERRED: Demonstrated interest in advising students; demonstrated experience in marketing, public relations, and event planning in an academic setting.

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