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Developed by:.....RMcI;KM
Reviewed by:.....SG
Approved by:.....LK
Date:.....12/12

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Specialist, Honors Program/Pre-Health and Fellowships

DIVISION: Academic Affairs (Honors Program)

REPORTS TO: Director, Honors Program & Assistant Director, National Fellowships and Academic Opportunities

GRADE: 7

SUPERVISES: Student Assistants, as assigned

BASIC FUNCTION:

Under the guidance of the Honors Director and the Assistant Director, National Fellowships and Academic Opportunities, manage the day-to-day operations of the Offices of National Fellowships and the Health Professions Advising Committee (HPAC), provide technical support to the Honors Program, and offer general advising for drop-in students in both the pre-health professions and national fellowship programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate electronic application processes, including handling highly confidential documents with Web-based or cloud-based systems, and communicating with/assisting applicants and recommenders as needed.

Update and provide new content for the Office of National Fellowships and the Health Professions Advisory Committee websites and other written communications, including production of bi-weekly electronic newsletters.

Manage the general Honors Program website.

Analyze and manage data systems, including HPAC and Honors alumni, the National Fellowships database, and current student databases. Oversee the intake process for new students in all Honors Program initiatives. Run queries in e-Campus.

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Correspond with applicants, letter writers, and committee members as needed for both the Office of National Fellowships and the Health Professions Advisory Committee, assist in planning and outreach for program events, and respond to inquiries about the programs.

Assist in the production of annual reports for the Office of National Fellowships and the Health Professions Advisory Committee, especially in gathering data and identifying pertinent enrollment trends.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in small research projects and surveys as needed by the Honors Director.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printer; word processing, database management, spreadsheet software; website management tools; social media, desktop publishing software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree; one year of experience in academic program management, development, or outreach, OR two years' part-time experience as a peer mentor or an undergraduate or graduate student employee in an honors or comparable program; demonstrated excellent writing and oral communication skills; demonstrated strong interpersonal skills, with ability to successfully interact with various diverse campus constituencies; demonstrated ability to think strategically and to effectively prioritize and execute multiple projects to successfully meet project timelines; demonstrated ability to pay careful attention to detail; demonstrated experience with social media, desktop publishing, and online list management.

Preferred: Demonstrated participation in an honors program or other program for highly-motivated students.

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