

Job Code:.....100480
Position #: (PSA).. (E)
Developed by:.....SG
Reviewed by:.....JR
Approved by:.....LK
Date:...8/01; 7/12; 8/12

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, UC/New Student Programs/Orientation
DIVISION: Student Development
REPORTS TO: Dean, University College and Special Academic Programs
GRADE: 13
SUPERVISES: Professional, technical, and clerical support staff

BASIC FUNCTION:

Responsible for providing leadership in programs and services to create a distinctive freshman year experience. Responsible for developing and administering first-year seminar courses, orientation, retention surveys and databases, and other supporting programs. Work with a team of other University College staff, faculty, and students, to develop programs and services contributing to University College's mission in a variety of ways, including student advising.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Direct, staff, and oversee the orientation programs for new students and their parents.

Supervise the Coordinator of the Students in Transition Center, including Early Alert programs and services for transfer students.

Collaborate with UC staff to deliver support programs such as mentor selection, training and development, programs for academic skills and success (PASS), and the work of the Academic Enhancement Center.

Provide leadership in developing programs and services to create a distinctive freshman year experience, and to enhance the academic and personal development of students.

Serve as a liaison between University College and Admissions and between University College and groups offering specialized orientation programs such as those for international students, multicultural students, transfer students and the like.

In collaboration with the Office of Institutional Research, design mechanisms for gathering essential information about new students, and communicating the resulting incoming-class data to the University community.

OTHER DUTIES AND RESPONSIBILITIES:

Advise the freshman honor society, Phi Eta Sigma.

Provide a liaison between the University and the parents of its first year students through a variety of initiatives. Work with the Development Office in the growth and development of the Parents' Fund.

Assume other duties and responsibilities as assigned by the Dean.

LICENSES, TOOLS AND EQUIPMENT:

Able to use Excel, Word, FileMaker, Access, PeopleSoft, and other database management and spreadsheet software as required.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in student affairs, psychology or related discipline; minimum of three years of experience directing or coordinating student orientation, or similar first year experience program; demonstrated experience with first-year seminar courses; demonstrated ability to work with student databases for retention research and reporting; demonstrated excellent communication skills, both verbal and in writing; demonstrated creativity and success in the development and delivery of new student programs; demonstrated experience working with a multicultural population; demonstrated strong interpersonal skills; demonstrated ability to organize, coordinate, and supervise support staff; demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others; demonstrated ability to prepare and present detailed studies and reports, and to prepare and deliver oral presentations before various sized groups; demonstrated strong computer skills, including the ability to use Excel, Word, and database management and spreadsheet software.

PREFERRED: College-level teaching experience; demonstrated experience in research methodology.

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