

Class Code:.....0482
Position #: (NUNC).....8262
Developed by:.....TEP
Reviewed by:.....DWS
Approved by:.....LK
Date:9/92,12/00, 7/14

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Dean, University College for Academic Success
DIVISION: Academic Affairs
REPORTS TO: Provost and Vice President for Academic Affairs
GRADE: 22
SUPERVISES: Professional, technical and clerical support staff

BASIC FUNCTION:

Provide leadership to University College (including advising programs for new students, undecided students and athletes, orientation and other new student programs, and the learning assistance center), and to the special academic programs including the Office of Internships and Experiential Education, The Feinstein Center for Service Learning, and the Office of Study Abroad and International Internships. Responsible for creating an atmosphere conducive to the intellectual growth and development of students. Represent undergraduate student interests on appropriate University committees, assume a leadership role in the development of advisement procedures, and in concert with the other academic deans participate in the development of the academic programs of the University.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for developing programs and services which support the academic mission of the University and are responsive to the changing needs and interests of undergraduate students.

Works closely with the Assistant Deans and Directors to provide direction to and coordination among the various colleges, offices and programs in University College and across the University.

Provides the University with data concerning measures of student success.

Designs interventions for student academic success.

Organizes, administers, and coordinates the academic advisement services for first and second year students.

Provides academic support services to students and oversees and directs the special academic programs, including the Office of Internships and Experiential Education, the Feinstein Center for Service Learning, and the Office of Study Abroad and International Internships.

OTHER DUTIES AND RESPONSIBILITIES:

Serves as a member of the Dean's Council.

Represents the College and special academic programs on appropriate University and external committees.

Within area of responsibility, oversee adherence to rules, regulations and procedures mandated and/or recommended by the NCAA and the University.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: An earned doctoral degree; in addition: 1) a proven record of at least five years in teaching, scholarship, academic advising, and administration; 2) a proven record of developing innovative and effective undergraduate programs; 3) a proven record of communicating effectively with others (including the ability to prepare and present written materials at all levels and to make oral presentations before small, medium, and large groups of people; 4) a proven record of managing, coordinating and supervising professional and support staff; 5) a proven record initiating or strengthening student retention programs; 6) excellent interpersonal skills; 7) a sensitivity and commitment to issues of diversity; and 8) a proven record of attracting external support.

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

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