

Class Code:0509-REV 2017  
Position #:.(PSA)...6849  
Developed by:TEP;FC;JMcC  
Reviewed by:.....TEP; SG  
Approved by:.....RHL; LK  
Date:7/92;4/97;5/09;8/17

UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Director, CEPS/Student Services

**DIVISION:** Academic Affairs (CEPS) (College of Education and Professional Studies)

**REPORTS TO:** Vice Provost, Urban Programs

**GRADE:** 14

**SUPERVISES:** Support staff

**BASIC FUNCTION:**

Direct and supervise the efforts of Student Services at the Providence Campus of the University of Rhode Island (College of Education and Professional Studies), including the following: administrative responsibility for programs in fine arts, student activities, community relations, career and life-work planning, and the volunteer clearinghouse; coordinate financial aid counseling; represent Student Affairs in statewide continuing education efforts; select, train, and supervise staff in all of the aforementioned areas.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Supervise staff involved in the delivery of support services to adult, part-time, and traditional age students.

Develop and implement a peer counseling service to provide both educational brokering for public higher education in RI and to also support the larger population of adult part-time students already enrolled in programs around the state.

Represent the Vice Provost on University-wide committees and task forces related to continuing education.

Develop models for the delivery of support services to adult and part-time students.

Write grant proposals to agencies and foundations for pilot projects in adult student services. Direct and coordinate projects that receive external funding.

Represent the Vice Provost on all matters relating to student services and activities.

Serve as liaison between the Student Affairs professional staff and the continuing education staff in order to facilitate more cooperative endeavors.

**OTHER DUTIES AND RESPONSIBILITIES:**

Research issue of adult learning in the adult life cycle as they relate to the development and adaptation of support services that affect adult part-time student persistence.

Serve as a resource for other state institutions and agencies that serve adult part-time students.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree in student affairs or a related field; Minimum of three years of experience in student affairs or continuing education; Demonstrated management experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated knowledge of student financial aid, student services administration, and laws and regulations governing public universities; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; Demonstrated presentations skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Ph.D.; Demonstrated working knowledge of Total Quality Management (TQM) Continuous Improvement Model; and, Demonstrated knowledge of descriptive and inferential statistics.

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