

Class Code:.....0548-REV
Position#:(PSA).....
Developed by:.....SG
Reviewed by:.....
Approved by:.....LK
Date:.....9/99

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Special Programs for Talent Development
DIVISION: Student Affairs
REPORTS TO: Vice President for Student Affairs
GRADE: 16
SUPERVISES: Assistant Director, Academic Advisors, instructors and
special staff

BASIC FUNCTION:

Plan, develop and direct the Special Programs for Talent Development (SPTD) for SPTD students entering and enrolled at the University of Rhode Island. Supervise professional and office staff during academic year and during summer pre-matriculation period. Oversee administration of funds provided via the University budget and extramural agencies. Act as counselor and academic advisor to current students. Recruit prospective Talent Development and Special Programs students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Exercise initiative and independent judgment in representing the views and needs of the socio-economically disadvantaged in Rhode Island relative to access to higher education.

Cooperate with local high schools to develop practices which promote the entry of students into higher education who are well motivated but whose academic record has been adversely affected by socio-economic circumstances.

Contact and maintain rapport with all high schools in Rhode Island as well as community agencies throughout the state.

Interview prospective Talent Development students. Develop and administer academic programs designed to prepare students admitted into the program for college-level work, and academic support programs that promote retention and academic success for students after admission.

OTHER DUTIES AND RESPONSIBILITIES:

Develop and control budget.

Select, train, and supervise personnel working with the program.

Prepare brochures and other publications, write grant proposals, maintain demographic statistics on prospective and current enrollment.

Serve on University committees.

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:

Master's or equivalent degree required. The following also are required: a minimum of three years' experience in providing administrative leadership in a similar program; knowledge of and experience with high schools and agencies that work with students who are well-motivated but whose academic record has been adversely affected by socio-economic circumstances; ability to develop programs designed to enhance academic skills, promote retention and academic success, and which stimulate personal, professional and leadership development; demonstrated effectiveness in working directly with students from diverse populations in higher educational settings; ability to communicate effectively verbally and in writing; those organizational skills necessary for the efficient coordination and supervision of support staff; ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to staff and others; skill in the preparation of detailed studies and reports and in the presentation of recommendations based on the substance of these studies and reports; ability to prepare and deliver oral presentations to groups of all sizes and compositions both internal and external to the university community; interpersonal skills required to interact effectively with diverse communities, and to explain and promote Special Programs for Talent Development throughout the state.

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