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Developed by:SG;RAR
Reviewed by:.....DLJ
Approved by:.....LK
Date:.....4/16; 3/20

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Dean, College of Education and Professional Studies (CEPS)

DIVISION: Academic Affairs (CEPS)

REPORTS TO: Dean, College of Education and Professional Studies

GRADE: 14

SUPERVISES: Professional, support and student staff

BASIC FUNCTION:

Oversee the operation of the Academic Programs Office for CEPS.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the academic advising of CEPS undergraduate students, including current and prospective students and their parents.

Oversee the daily operation of the Providence Academic Programs Office including admissions, advising, academic skills, etc.

Collaborate with academic advisors in University College and the School of Education.

Hire, train and supervise advisors, coordinators, lecturers, support staff and student workers who conduct CEPS recruitment and advising through the CEPS Academic Programs Office and Tutoring Center.

Keep faculty and administrators informed regarding new URI legislation affecting students.

Oversee the evaluation of transcripts for all transfer students majoring in CEPS programs.

Determine the URI course equivalency and each course's place in the student's program requirements (i.e., general education, major elective, etc.).

Supervise the updating and management of all CEPS student files.

Coordinate submission of student petitions to the CEPS Scholastic Standing Committee and convene and attend all meetings.

Serve as resource regarding student records and pertinent University legislation affecting the committee's decisions.

Review and notify students who are in academic jeopardy at the end of each semester.

Review CEPS students at the end of each semester regarding dismissals, probation, and conditional status.

Meet with faculty in support of the Associate Dean to resolve student grievances.

Manage and update PeopleSoft for academic and student services in the College.

Update the computerized degree audit program for all CEPS programs via PeopleSoft, including creating new programs in the system and entering all student modifications.

Ensure accurate electronic student records data, utilizing and updating multiple PeopleSoft functions, including degree progress audits, modifications to curriculum, transfer credit distribution and other student enrollment functions. This includes utilizing electronic data to update student records, to provide advising information, and to ensure academic requirements are met and that graduation data are accurate.

Coordinate and oversee the review of files as CEPS students apply for graduation, determine outstanding requirements, and communicate with students regarding degree completion status.

Oversee the evaluation of files of potential graduates at the end of each term to certify completion of degree and communicate outstanding requirements to students as necessary.

Oversee the compilation of the list of CEPS degrees to be conferred and forward to Enrollment Services.

Maintain curriculum records.

In conjunction with the Associate Dean, prepare reports for distribution to the College faculty, the Faculty Senate Curricular Affairs Committee, and the Graduate Council.

Oversee the process of admission and re-admission.

Oversee the coordination of recruitment of talented, qualified applicants to the University by representing the College at transfer fairs, CCRI advising events, open houses, and special events such as "Welcome Days."

Work collaboratively with the CEPS Marketing Manager and Dean/Associate Dean.

Ensure that advisors coordinate with Enrollment Services to certify that athletes are making satisfactory progress toward graduation as defined by the NCAA.

Assist the Associate Dean and Dean with program accreditation activities.

OTHER DUTIES AND RESPONSIBILITIES:

Serve as a representative for CEPS on university wide committees such as Education Students Advisory Council (ESAC) and other committees related to admission or advising.

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: Master's degree in higher education, student affairs, or related field; Minimum of five years' experience in higher education academic advising, enrollment services and/or academic administration; Demonstrated experience working with diverse student populations; Demonstrated experience working with adult learners; Demonstrated computer skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to work both independently and collaboratively in an academic environment; Demonstrated counseling skills; Demonstrated ability to solve problems in a fast-paced, deadline-driven environment; Demonstrated knowledge of the role of academic services; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations; Demonstrated ability to prepare and present detailed studies and reports; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Doctorate in higher education or related field; Demonstrated experience with various educational programs including, traditional undergraduate, graduate, certificate, and adult education programs; and, Demonstrated proficiency in speaking, writing and reading Spanish.

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