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Position #:(NUNC).....7063
Developed by:.....TEP
Reviewed by:Mitchell
Approved by:.....RHL
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THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, W. Alton Jones Campus
DIVISION: Business and Finance
REPORTS TO: Vice President, Business and Finance
GRADE: 15
SUPERVISES: Professional, clerical, dining, nursing, security and maintenance and janitorial staff.

BASIC FUNCTION:

Responsible for the management of a satellite campus in all areas of campus operations, personnel, budget, services and facilities, as well as for the direction of the education programs. The campus includes over thirty buildings, two residential learning environments and a thousand-acre research preserve.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise, train and evaluate permanent and seasonal staff. Establishing staffing patterns that are responsive to both service demands as well as to budgetary and union guidelines.

Provide supervision and direction for all campus operations including the following: food service, janitorial service, building and grounds maintenance and purchasing.

Establishment marketing programs for both the Whispering Pines Conference and Environmental Education Centers. The marketing plan should enhance the self-sufficiency of the W. Alton Jones Campus, while maintaining the philosophical commitment to continuing education and environmental education.

Direct the transformation of program areas from state-support to self-support. Plan both the on-going maintenance and/or restoration of existing facilities as well as development of new or expanded facilities. Coordinate and develop program for conference and educational activities at the Campus.

OTHER DUTIES AND RESPONSIBILITIES:

Supervise and account for all financial affairs of the Campus, including budget preparation, pricing and control of all expenditures. Responsible for a significant annual budget and discretionary use of endowment income.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and Word Processing, Data Base Management and Spreadsheet software. Valid driver's license required.

QUALIFICATIONS:

Master's degree is required. Demonstrated considerable administrative and supervisory ability and possess excellent human relations skills. Leadership skills in planning, program development, personnel and budgetary management, as well as an ability to communicate effectively with diverse professional and community groups are necessary. Minimum of four years' outstanding supervisory experience at an institution of higher education or a comparable organization. A strong commitment to non-traditional and continuing education is necessary. Must be able to adapt to non-standard working conditions and times. This position requires that the incumbent possess the ability to communicate effectively orally and in writing and be able to organize, coordinate and supervise support staff. Must be able to interpret institution policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must also be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. This position requires that the incumbent be able to work with management information systems. Incumbent must possess the ability to speak effectively before faculty and administrative staff members on assigned work and related subjects and be able to prepare and deliver oral presentations before small, medium and large groups of people.

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