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Position#: (PSA) (NE)
Developed by:...CCM
Reviewed by:SG; DLJ
Approved by:...LK
Date:10/14;2/18;03/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, College of Nursing/Academic Affairs & Research Administration

DIVISION: Academic Affairs (Nursing)

REPORTS TO: Dean, College of Nursing (or designee)

GRADE: 8

SUPERVISES: Support staff, graduate and undergraduate students

BASIC FUNCTION:

Reporting to the Dean (or designee), be responsible for coordination of the administrative and operational business of the graduate programs and research activities of the College of Nursing. Provide critical analysis of data for use by the college.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Carry out the various administrative and financial tasks in the graduate programs and research arms of the college, including academic program activities, budget development, data analysis and daily monitoring of assigned projects.

Provide support for the academic program, including coordination of applications, student program plans, graduation activities, and graduate school forms. Maintain student records and databases, and coordinate academic reports. Assist with academic program activities related to marketing and recruitment, and financial aspects of traineeships and graduate/teaching assistantships. Provide coordination of financial matters pertaining to the graduate academic administration of the College.

Work with faculty, supporting them in a variety of pre- and post-award activities related to research and training grants. Assist with the preparation of grant applications and on-line research reporting requirements. Manage all areas of research related procurement. Review and oversee delivery of grant reports to faculty. Meet with faculty on a regular basis to review grant activity offering strategic guidance and re-forecasting if necessary. Ensure compliance with university and federal guidelines. Manage research related personnel activities including PeopleSoft, recruiting tasks, student hires, faculty buyouts and summer salary. Prepare monthly research activity reports for Dean (or designee) and monitor expenditures throughout the year.

**Coordinator, College of Nursing/Academic Affairs & Research
Administration**

Page 2 of 3

Responsible for reconciling the budgets and accounting records to ensure proper utilization of the funds allocated, funded research, match commitments and other financial resources including federal, state, foundation and private resources. Monitor assigned accounts and maintain accurate financial records utilizing the PeopleSoft system. Prepare and maintain Excel spreadsheets for financial reporting and analysis.

Assist in the preparation of specialized financial reports and analyses including allocations, mid-year reviews, agency specific reporting. Assist with the preparation of academic programmatic reports both regular and *ad hoc* reports as directed, and compile data as needed by the Dean or designee.

Interact with the College's Business Office and liaison with other University offices when appropriate including the URI Graduate School and Sponsored Research.

Supervise and coordinate the work of subordinates, including students.

OTHER DUTIES AND RESPONSIBILITIES:

Perform related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook), Grant support software (Cayuse).

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED:

Bachelor's degree; Minimum of three years of academic, finance, research, business, and/or public administration experience in a complex setting; Demonstrated ability to prioritize and multitask in a fast-paced environment; Demonstrated ability to work with minimal supervision in a deadline-driven environment; Demonstrated experience with analyzing large data sets, Demonstrated ability to understand budget concepts manage multiple budgets, Demonstrated experience managing multiple large financial resources, Demonstrated experience with pre- and post- award (grant) administration, Demonstrated experience using graphics and presentation software to create presentations and reports, Demonstrated experience using Microsoft Office Suite (including Excel, PowerPoint, and Word), Demonstrated strong interpersonal and verbal communication skills, Demonstrated proficiency in written communication skills, Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and communicate that interpretation to others, Demonstrated supervisory experience, Demonstrated ability to work with diverse groups/populations.

**Coordinator, College of Nursing/Academic Affairs & Research
Administration**

Page 3 of 3

PREFERRED:

Demonstrated experience in a higher educational setting; Demonstrated experience utilizing PeopleSoft software including student, human resource and financials modules; and, Demonstrated experience working with undergraduate and graduate students.

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