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Approved by:.....  
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UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Manager, Advancement Services  
**DIVISION:** University Advancement  
**REPORTS TO:** Vice President, Division of Advancement  
**GRADE:** 14  
**SUPERVISES:** Professional, technical and clerical information services support staff

**BASIC FUNCTION:**

Responsible for all of the information support requirements of the entire Division, including alumni relations, communications, development and publications. Responsible for the management of information services network and systems for the Advancement Division and the Alumni Association network and systems. Responsible for providing full system support for a sophisticated telemarketing center located in Roosevelt Hall.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manage the unit for the computerized records, information systems and research functions for the Division of Advancement, the Alumni Association and the URI Foundation.

Supervise professional, technical and support staff within the unit, including support to the Athletic Department fundraising records and reporting activities.

Responsible for the maintenance of all technical aspects of the systems, including internal hardware and software, network and servers.

Directly participate in system program design and implementation.

Prepare, manage and monitor a full departmental budget.

**OTHER DUTIES AND RESPONSIBILITIES:**

Work closely with the OIS to insure implementation of projects and modification of software for the on-line Alumni/Advancement information records system.

Supervise system management, training and maintenance of computer Internet (Local Area Network), with a variety of protocols, including Localtalk, tokentalk and ethernet, and remote connectivity, including personal computer to mainframe and telecommunications protocols.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers to mainframe, Macintosh and DOS hardware and software, printers and word processing, database management, and spreadsheet software; computer internet (Local Area Network), with a variety of protocols, including Localtalk, tokentalk and ethernet, and remote connectivity and telecommunications protocols.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Bachelor's degree in computer science or related field required. Master's degree preferred. **REQUIRED:** minimum of four years of experience in a customer service oriented information services position preferably in an academic or other non-profit organizational setting; minimum of two to three years Macintosh and DOS-driven hardware and software experience; familiarity with all aspects of systems networking, including personal computer to mainframe and telecommunications protocols; strong technical and troubleshooting skills, with emphasis on personal computers; strong customer service orientation and outlook; experience developing and providing technical systems which support a full-range of advancement and alumni programs; strong communication (verbal and written), interpersonal and organizational skills, supervisory experience. Must be able to prepare and present detailed progress and analytical reports for other managers relative to Advancement and Alumni Association programs. **PREFERRED:** management and budgeting experience.

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

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