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Developed by:.....DD
Reviewed by:.....DLJ
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Associate Director, Interdisciplinary Neuroscience Program and Assistant Dean, Graduate Recruitment and Diversity Initiatives

DIVISION: Academic Affairs (Graduate School)

REPORTS TO: Dean of the Graduate School

GRADE: 14

SUPERVISES: Professional, Support, and Student Staff

BASIC FUNCTION:

Oversee the administration of the Interdisciplinary Neuroscience Program (INP); Collaborate with the Director in the operations of the INP and be involved in all aspects of INP activities (administration and coordination of programs and events, key contact for current and prospective students, communication with campus units and external constituencies, training and supervision of graduate administrative assistants, and assisting in the identification of and application for grant opportunities); and Lead in the academic planning, management, coordinating, and advising in the INP degree and certificate programs.

Plan, implement, and administer programs, initiatives, and policies to increase diversity in doctoral, masters, and post-baccalaureate certificate programs and to enhance the climate for graduate students from underrepresented backgrounds; Promote the diversity goals of the University, as they relate to graduate education, in accordance with the Academic Strategic Plan; and Assist and advise the Dean on the development and implementation of policies and procedures of the Graduate School.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ensure effective communication and cooperation with faculty, staff, students, chairs, and deans as necessary to assure the effective administration of the INP.

Manage the activities of the INP Executive Committee, Curriculum Committee, Admissions and Advising Committee, and Budget Committee.

Lead the INP Executive Committee in developing goals and objectives for the program.

Advise students enrolled in the INP regarding courses, requirements, approval of programs of study, and assistantships; maintain graduate student records. Ensure that graduate students have advisors and act as advisor for students who do not yet have one.

Organize and lead orientation for new students.

Correspond with and meet with prospective INP students, including representing the program at regional and national conferences.

Oversee design, content, and production of print and online promotional materials for the INP.

Produce and distribute the INP Graduate Student Handbook, ensure that information is current and accurate.

Work with the INP Admissions and Advising Committee to establish admissions criteria and recruitment goals.

Manage all INP application materials, monitor application processing, and make final recommendations for admission to the Graduate School.

Collect and submit nomination materials for Graduate School Fellowships, Scholarships, and Diversity Awards.

Work with Enrollment Services to develop and maintain INP course schedules.

Lead the development and review of the INP curriculum; develop and manage the submission of new course proposals and other curricular materials.

Provide content for and oversee the maintenance of the INP website.

Administer program budget accounts; oversee and direct the purchase of necessary equipment and supplies.

Hire, train, and supervise graduate program student assistants.

Provide periodic reports on the program and data to the INP Director.

Lead the development of an assessment plan with the Curriculum Committee.

Conduct surveys of students, graduates, as necessary to assess the quality of student learning.

Organize and lead annual meeting of the INP General Faculty.

Serve as primary contact to Deans, Chairs, Graduate Program Directors and other faculty/administrators/staff on diversity issues in graduate education.

Spearhead activities that will enhance the research, academic and professional development of underrepresented students on campus in collaboration with the Division of Community, Equity and Diversity, the Multicultural Student Services Center, and college diversity coordinators.

Collaborate with campus stakeholders to offer professional development for all graduate students on issues of diversity and inclusion.

Assist faculty and departments in the strategic development of the diversity components of their grant proposals.

Assist in the development and implementation of academic policies for all graduate and professional programs.

Assist and advise the Dean on Graduate School personnel matters, including search activities for staff positions.

Support the Dean of the Graduate School in strategic planning and graduate-education vision development and other work, as requested.

Supervise the updating of the Graduate School website and appropriate links.

Oversee and manage the Graduate Diversity Awards fellowships and scholarships competitive process.

Establish and enforce criteria for awarding Graduate School application fee waivers, review all fee waiver requests.

Review requests from graduate students for re-classification of RI or New England Regional residency.

Develop student recruitment and retention plans, strategies, displays, and written materials.

Create and distribute resource materials for student recruitment and retention programs, develop mentorship programs, analyze trends in recruitment and retention, and develop strategies for program evaluation.

Advise and maintain communication with prospective students throughout the various stages of the recruitment and admission process.

Investigate and respond to inquiries from students and advisors regarding recruitment, admission, and retention issues.

Visit undergraduate colleges, universities, national conferences, and internal and external recruitment fairs and engage in outreach activities designed to recruit students.

Organize and implement group information sessions and conduct one-on-one conversations with prospective students, providing information and advice on admissions policies and procedures.

Serve as a member of the Academic Affairs Diversity Task Force.

Serve as a member of Graduate Council, ensuring that principles of diversity and inclusion are reflected in Graduate School policies and procedures.

Serve as liaison with various internal and external constituencies.

Monitor enrollment of underrepresented students.

Advise students on policies that relate to fellowships and financial support for graduate students.

Utilize computer systems to communicate and analyze data, including the creation of e-mail groups and the utilization of existing groups to target underrepresented students.

Arrange for faculty participation in recruitment activities.

Engage in assessment of recruitment activities, admissions processes, and new graduate student orientation.

Develop, implement, and analyze surveys of graduate program directors on recruitment and admissions practices.

OTHER DUTIES AND RESPONSIBILITIES:

Act as a liaison to the Society for Neuroscience national organization and local chapter; attend national and regional neuroscience conferences and workshops.

Create and facilitate workshops for URI Diversity week related to graduate education

Serve on appropriate University committees.

Perform general administrative functions on behalf of the Dean.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management, spreadsheet and graphics software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Ph.D. degree in a science, technology, engineering and mathematics (STEM) discipline; Minimum of one year of experience working in a professional capacity with graduate students (diversity recruitment experience gained while a grad student will be accepted); Demonstrated knowledge of programs and services available to university graduate students; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to maintain the confidentiality of student academic records; Demonstrated ability to work with faculty members and high level senior administrators; Demonstrated strategic thinking skills; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Minimum of three years of progressive administrative or leadership experience; Demonstrated understanding of and experience with academic programs; Demonstrated knowledge of student recruitment and retention issues at the graduate level, graduate admission policies and procedures and graduate education in neuroscience or related fields; Demonstrated student advisement, mediation, and problem resolution skills; Demonstrated program planning and implementation skills; Demonstrated presentation skills; Demonstrated ability to organize resources and establish priorities; Demonstrated ability to make administrative/procedural decisions and judgments; Demonstrated computer skills; Demonstrated ability to conduct workshops and develop, plan, and implement long- and short-range goals; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; Demonstrated ability to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports, and, Demonstrated ability to work with a broad range of constituencies.

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