

**Class Code: .....0728**  
**Position #:(PSA) .....8354**  
**Developed by: .....SG**  
**Reviewed by:.....CS**  
**Approved by: .....LK**  
**Date:.....11/03**

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Coordinator, University College/Academic Enhancement Center  
**DIVISION:** Academic Affairs - (University College)  
**REPORTS TO:** Dean of University College and Special Academic Programs  
**GRADE:** 11  
**SUPERVISES:** Supervise the services of the Academic Enhancement Center

**BASIC FUNCTION:**

Learning specialist responsible for designing, managing and directing academic assistance services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Develop, coordinate and supervise the services of the Academic Enhancement Center.

Be a campus-wide advocate for the Center’s academic success vision and model.

Provide vision for the Center, constantly moving it toward an integrated “teaching as learning” academic support organization.

Effectively communicate (written and verbal) and partner with faculty, academic advisors, and a diverse student body requiring academic support services.

Research, analyze, and assess program needs and effectiveness to ensure the Center’s continuous improvement.

Ability to motivate others to meet Center goals with limited resources.

Recruit, train, manage, supervise and evaluate a large student pool of tutors and other academic support staff.

Determine needed workshops and academic interventions in order to improve student retention and persistence to graduation.

**OTHER DUTIES AND RESPONSIBILITIES:**

Supervise personnel, graduate and undergraduate students, peer mentors and tutors, and other volunteers.

Responsible for all budget considerations including program development, personnel, and facility maintenance.

**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; at least two years' experience working with diverse populations in a complex organization; proven ability to communicate effectively, proven track record in developing and implementing educational support services to diverse college student populations (including "at risk"); experience in leading and motivating work teams (including paid and volunteer members) with limited resources; proven problem-solving experience in limited time frames; demonstrated experience as a learning specialist; experience with managing budgets and personnel; experience in program evaluation.

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