

Class Code:.....0729
Position #: (PSA)...(E).....
Developed by:.....DL, KQ
Reviewed by:..... SG
Approved by:..... LK
Date:.....01/12; 05/14

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Summer Session/J-Term Programs

DIVISION: Academic Affairs (Office of the Provost)

REPORTS TO: Vice Provost for Enrollment Management

GRADE: 11

SUPERVISES: N/A

BASIC FUNCTION:

Develop, lead, and implement a full offering of summer, J-term (intersession), and other alternate term course offerings and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Vice Provost for Enrollment Management, work closely and collaboratively with senior administration, deans, department chairs, the Director of Online Learning, the Office of International Education, the Feinstein Providence Campus, and faculty to develop summer, J-term and other alternate term course offerings and programs that will grow enrollment and revenue during these terms.

Work collaboratively with the Coordinator of Summer and J-term Program Marketing to ensure appropriate advertising to recruit a broad and diverse student registration in these summer and J-term course offerings.

Interact with faculty and develop short- and long-range plans with department chairs to secure a broad array of credited, certificate, immersion, travel and other courses and programs.

Monitor the success and effectiveness of the programs and courses by conducting assessments of programs, analyzing enrollment trends, and developing recommendations and plans for ensuring programmatic growth of offerings and enrollments.

Continuously assess trends and needs of the marketplace for such programs, and generate reports, recommendations, and plans for addressing those needs through summer, J-term, and other alternate term courses and programs.

Develop innovative programs for non-traditional students, as well as for high school and community populations.

Develop life-long learning programs to be offered through summer, J-term, and other alternate terms.

Oversee the budget, as well as the hiring of faculty and staff related to program offerings and services.

Develop plans for classroom capacity and registration in order to meet the enrollment demands and schedules of these courses and programs.

Provide reports and make presentations on data and trends in conjunction with enrollment and planning for the summer, J-term, and other alternate terms.

OTHER DUTIES AND RESPONSIBILITIES:

Plan for and promote the use of technology in coordinating these services.

Perform additional duties as assigned by both the Provost and the Vice Provost for Enrollment Management.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and 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 in management, education, or related area; minimum of 2 years of experience in a higher educational setting in the areas of enrollment, planning, or academic program coordination; demonstrated experience working with faculty in program development; demonstrated experience in working with diverse populations; demonstrated experience writing reports and making presentations using data and trend analysis; demonstrated experience in the development and implementation of enrollment-related reports, trends, and planning; demonstrated budgetary experience; demonstrated expertise using data and computer software programs (e.g., word processing, database management, spreadsheet); demonstrated strong oral and written communication skills; demonstrated strong interpersonal skills.

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