

Class Code:.....0763
Position#:(PSA).....
Developed by:.....JG
Reviewed by:.....SG
Approved by:.....
Date:.....1/07

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, IEP Living/Learning Communities
DIVISION: Academic Affairs (A & S: Languages)
REPORTS TO: Director and/or Assistant Director, International Engineering Program
GRADE: 7
SUPERVISES: Student workers

BASIC FUNCTION:

In collaboration with both the Director and the Assistant Director of the International Engineering Program, be responsible for the day-to-day operation of the two IEP on-campus Living/Learning Communities known as the IEP House and the Texas Instruments House.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Recruit and select student residents for the IEP Living/Learning Communities.

Coordinate the operation of the two Living/Learning Communities, including the central office, living and dining facilities, fiscal and facility management.

Plan and coordinate events and activities, including House meetings, orientation meetings, guest lectures, group meetings, and special summer programs. Coordinate programmatic activities with the House Council.

In consultation with the Assistant Director, enforce behavioral standards in accordance with University policy.

Assist the Director and Assistant Director as needed in the development and operation of the International Engineering Program.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, spreadsheet and database applications.

ENVIRONMENTAL CONDITIONS:

The incumbent will not be exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree and three years of experience working with college students, including group leadership and program management; strong organizational, interpersonal, and written and oral communication skills; financial management skills; computer skills, including word processing, database and spreadsheet applications; commitment to working with diverse/international students; commitment to the goals of international education and foreign language acquisition. **Preferred:** Fluency in a language other than English; international work and/or study experience; college residential life experience; building management experience; desktop publishing skills.

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