

Job Code.....100764
Position #: (PSA).....
Developed by:.....EF
Reviewed by:.....
Approved by:.....
Date:.....3/12/06

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, ASF/CEPS Student Affairs
DIVISION: Academic Affairs (Office of Student & Academic Affairs (CEPS))
REPORTS TO: Assistant Dean, ASF/CEPS
GRADE: 14
SUPERVISES: Clerical Support Staff and Student Workers

BASIC FUNCTION:

Support undergraduate students, potential applicants and the operations of Academic programs on the Providence Campus

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide administrative support for the operations of academic programs on the Providence Campus including the Admissions and Advising Office, and the Assistant Dean for Academic Programs.

Support recruitment and retention efforts for the Providence Campus including the provision of information to prospective students and the parents (if appropriate) about programs on the Providence Campus ,respond to web generated inquiries and assist the Director of Marketing and External Affairs in related recruitment efforts.

Develop and disseminate materials for students and prospective students, advisors and external audiences, including coordinating and updating information published in special College publications (such as news letters) the Campus Web site and the University Catalogue.

Responsible for the collection, analysis and reporting of data relevant to academic programs, student progress, retention and recruitment efforts.

Represent the College at various recruiting functions for prospective students (and their parents,) including Welcome Days for High School juniors and seniors, open houses, and transfer fairs, staff a table at open houses and Welcome Days, and work with support services, such as Student Services or the Learning Skills Center to refer students who have non-academic problems.

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Provide information for undergraduate students and potential students (and their parents) regarding the Campuses offerings. Coordinate advising for orientation and transfer orientation. Work with support services (i.e., Learning skills Center and Student Services) to provide assistance for students with non-academic problems. Monitor new and existing Faculty Senate legislation, and serve as College resource for departmental advisors and faculty.

Assist students in applying to the College through Admissions, University College and the Joint Admissions Agreement with CCRI.

Convene and support the Scholastic Standing Committee for the BGS program. Recommend dismissal action. Serve as resource person regarding student records and pertinent faculty senate legislation affecting the Committee's decisions.

Assist the BGS coordinator in developing and updating the APR (Academic Progress Report) and update student records for program exceptions, course substitutions and waivers.

Conduct degree audits, audit graduating seniors and certify qualified students for graduation when requested.

Provide support for the BGS Course and Curriculum Committee including coordinating the meeting calendar, development of agenda and meeting minutes.

OTHER DUTIES AND RESPONSIBILITIES:

Assist and participate in the College's commencement ceremony by preparing the College's program, arranging a reception for graduates and their families, and by assisting in diploma distribution. Chair the College Commencement Committee. Participate in all meetings of the University Commencement Committee.

Assist in the appropriate assignment of classes offered on the Providence Campus

Direct and react to various academic emergencies,

Perform additional duties as assigned.

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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 required and a minimum of five years of experience with research, extension, or teaching programs in a land-grant university; demonstrated ability to communicate effectively with prospective undergraduate students, graduate students, parents, alumni, and college-level faculty; demonstrated ability to originate descriptive and promotional written materials for enrollment enhancement; demonstrated proficiency with statistical analysis, and with using computers for word processing and research applications.

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