

**Job Code:.....100776A**  
**Position #: (PSA).....**  
**Developed by:.....GW**  
**Reviewed by:.....SG**  
**Approved by:.....LK**  
**Date:.....12/06**

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Coordinator, SPTD/Guaranteed Admissions Program

**DIVISION:** Student Affairs – (SPTD)

**REPORTS TO:** Director, SPTD

**GRADE:** 7

**SUPERVISES:** May supervise support staff; students

**BASIC FUNCTION:**

Oversee the day-to-day operations of the University’s Guaranteed Admissions Program (GAP) within Special Programs for Talent Development (SPTD), with the goal of supporting and retaining the number of GAP participants at the University of Rhode Island.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Hold weekly individual and group meetings with GAP/SPTD participants.

Hold mid-semester evaluations with GAP/SPTD participants.

Conduct GAP/SPTD recruitment and outreach information and instructional presentations to large and small audiences at Rhode Island high schools.

Develop and coordinate support services such as tutoring and skills workshops for GAP/SPTD participants.

Maintain confidential records, reports, and documentation regarding GAP/SPTD participants.

Maintain a network of contacts and resources.

Develop and maintain a comprehensive knowledge and information on financial academic programs.

**OTHER DUTIES AND RESPONSIBILITIES:**

Assist with all of the program's special events.

Assist in developing funding strategies to support education programs.

Assist students in completing financial aid forms, standardized test registration, and college applications.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printer and word processing, database management and spreadsheet software; valid driver's license and means of transportation.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions. Traveling from site to site may be required.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of three years combined experience in two or more of the following: recruiting and/or advising in an academic program setting, program coordination experience, experience working in title IV grant program; Demonstrated school-based experience, and/or experience in community work; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated computer skills; Willingness to travel from site to site; Willingness to provide own transportation; and, Demonstrated ability to work with diverse groups/populations. Valid driver's license.

**PREFERRED:** Master's degree.

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