

Class Code: 0804E
Position #: (PSA) (E)
Developed by: JR
Reviewed by: SG
Approved by: LK
Date: . . . 3/07; 7/11; 1/14

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Academic Advisor/Learning Specialist, UC/New Student Programs
DIVISION: Academic Affairs (University College)
REPORTS TO: Director, UC/New Student Programs, Orientation
GRADE: 10
SUPERVISES: Student workers

BASIC FUNCTION:

Responsible for assisting the Director, University College/New Student Programs, Orientation with managing and delivering programs and services to provide a distinctive freshman year experience. Programs include, but are not limited to, orientation, freshmen seminar courses, early intervention advising and outreach, retention data collection and analysis, academic support programs (e.g., academic skills and academic counseling), freshmen honors society, and parent support programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with early intervention advising and outreach, and with retention data collection and analysis through MAP-Works program and other collection tools.

Assist the Director and other University College staff with the development and implementation of freshmen seminar courses, including, but not limited to, curriculum, staffing, scheduling, mentor selection, training and development.

Assist the Director with directing, staffing, and overseeing orientation programs for new students.

Maintain departmental websites.

Assist with logistics of orientation programming, including Visual Zen technology.

OTHER DUTIES AND RESPONSIBILITIES:

Advise the freshmen honors society, Phi Eta Sigma.

Assist the Director in support programming and outreach to new students' families.

Teach a section of the freshman seminar course.

Support sophomore experience programs and services, as assigned.

Participate, as needed, in programs and services supporting the recruitment of new students.

Serve on University committees, as assigned.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions. Work includes nights and weekends, as needed.

QUALIFICATIONS:

Required:

Master's degree; a minimum of two years' experience in orientation and/or first-year student programming in a higher education setting (may include work as a graduate assistant and part-time); demonstrated experience in effectively completing detail-intensive work; demonstrated experience in managing multiple logistics; demonstrated experience in working in a customer-service driven environment; demonstrated teaching or advising ability; demonstration of excellence in interpersonal, written and oral communication skills; demonstrated ability to coordinate and supervise staff; demonstrated computer skills using Microsoft Word, Excel; demonstrated ability to work with diverse groups of people.

Preferred:

Master's degree in higher education administration, student personnel, education, psychology, business, or related field; demonstrated experience working with a multicultural population with a student-centered approach; demonstrated experience with retention-specific data analysis and reporting.

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