

Job Code:100818A
Position #: (PSA) ... (E)
Developed by:CW
Reviewed by:SG
Approved by:LK
Date:9/12

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, College of Engineering/Diversity, Recruitment & Retention

DIVISION: Academic Affairs (College of Engineering)

REPORTS TO: Dean of Engineering

GRADE: 12

SUPERVISES: May supervise support staff; students

BASIC FUNCTION:

Under the direction of the Dean of Engineering, develop and enhance relationships with secondary school teachers and administrators in order to facilitate the recruitment and retention of highly qualified high school minority students in engineering as part of the University's attempt to increase minority student representation in the STEM disciplines (Science, Technology, Engineering, & Mathematics).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Recruit highly qualified minority high school students to the University of Rhode Island to major in engineering, one of the STEM disciplines.

Implement direct outreach activities and familiarize high school personnel with the opportunities for minority students within the University's College of Engineering.

Work closely with the STEM departments, providing support to increase the retention rate of minority students, and promote graduate studies in engineering.

Perform counseling duties for minority undergraduate engineering majors. Organize activities that lead to retention of engineering undergraduate students.

Assist the Dean of Engineering and Engineering faculty in the preparation and submission of grant proposals and reports related to the recruitment and retention of minority students.

Recruit, train and supervise student mentors for minority high school students.

Work with College of Engineering (COE) minority student organizations.

Collaborate with the University's Admission Office to encourage highly qualified minority high school students to attend the University's College of Engineering.

Provide academic advisement to undergraduate College of Engineering minority students.

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

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Attend and participate in meetings of the Northeast Louis Stokes Alliance for Minority Programs (NELSAMP.)

OTHER DUTIES AND RESPONSIBILITIES:

Assist with special events related to the College's efforts to recruit/retain minority students.

Assist in developing funding strategies to support educational programs for minority students.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software; Valid driver's license.

ENVIRONMENTAL CONDITIONS:

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

QUALIFICATIONS:

REQUIRED: Bachelor's degree in counseling or related field; Minimum of three years of academic advising experience with minority students; Demonstrated experience working with STEM (science, technology, engineering, or mathematics) minority students; Demonstrated school-based experience and/or experience in community work with minority students; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated computer skills; Willingness to travel from site to site; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

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