

Job Code:.....100828-2022
Position#:.. (PSA) (E) ..8212
Developed by:.....JR
Reviewed by:.....SG; DLJ
Approved by:.....LK
Date:4/02;8/03;2/04;12/13;
11/15; 02/22

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, University College/Transfer Resource Center
DIVISION: Academic Affairs (University College)
REPORTS TO: Dean of University College and Special Academic Programs
GRADE: 11
SUPERVISES: Staff, Graduate student(s)

BASIC FUNCTION:

Responsible for the day-to-day operation of the Transfer Resource Center, including transcript evaluation and posting of any outside credit, transfer student advising, supporting articulation agreements with the State system, community college and the Joint Admissions Agreement, prior learning assessment, and developing further transfer support services. Provide strategic direction and oversight for policies and practices related to successful transition of transfer students both into the university, and within the university (University College to the Degree Granting colleges) and will serve as the liaison to faculty and colleges regarding degree requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In collaboration with Office of Admission, New Student Programs and campus partners, coordinate transfer orientation programs.

Conduct ongoing evaluation of transfer student experiences, including advising, transfer credit evaluation, major migrations and so forth.

Work with advisors of community colleges State system to facilitate the transfer process.

Work with Admission and Enrollment Services on all transfer and credit issues for academic record keeping and processing.

Maintain a body of current resources on transfer students' needs and demographic evidence.

Plan campus events or newsletters to inform and highlight the salience of transfer students.

Expand scope and viability of the General Education Program to all incoming, new and transfer students.

Interact on student transition, as needed, with both CCRI and the Rhode Island Office of the Postsecondary Commissioner.

Coordinate the ongoing logistics of the General Education Program, in particular, as they relate to URI's curricula.

Oversee and supervise the Finish What You Started Program.

Supervise transfer student advisor, graduate student(s) and student staff for efficiencies in academic record keeping.

Create and maintain effective web site for all transfer students.

Supervise the maintenance of a database of prior approval courses and college credits with all degree granting colleges.

Evaluate services for continuous program development.

Supervise and support Prior Learning Assessment staff and program.

OTHER DUTIES AND RESPONSIBILITIES:

Assume responsibility for other projects as requested by the Dean.

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; Demonstrated experience in implementation of data retention systems (database management, file sharing/FTP, etc.); Minimum two years of experience implementing and managing program logistics and operations in academic support services (i.e., advising and student mentoring); Demonstrated working knowledge of academic record keeping; Demonstrated ability to use PeopleSoft software and manage data queries; Demonstrated experience in program design and evaluation; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated knowledge of assessment; Demonstrated computer skills; and Demonstrated experience obtaining external grants.

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