

Class Code:0830
Position #:(PSA).....
Developed by:.....CY
Reviewed by:.....SG
Approved by.....
Date:.....12/08

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, HRL/Educational Programs
DIVISION: Student Affairs
REPORTS TO: Assistant Director, HRL
GRADE: 10
SUPERVISES: Clerical, student staff

BASIC FUNCTION:

Responsible for overseeing the planning and execution of undergraduate in-hall residential educational programs including, but not limited to, first year programs, living and learning communities, residential peer mentoring, and retention programs. Work directly with in-hall staff, including HRL central administrative office responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee planning for and assessment of first-year educational support and retention programs in the residence halls. Work directly with HRL management team, including Assistant Director, HRL/Residential Complexes, and in-hall staff on the delivery of these programs.

Oversee the planning for and assessment of all living and learning community (LLC) programs in undergraduate residence halls. In this capacity, serve as designated liaison with each LLC-sponsoring academic department.

Oversee the residential peer mentor (RPM) program, which includes responsibility for the hiring and co-supervision of assigned Resident Peer Mentors. In this capacity, serve as designated liaison with each RPM-sponsoring academic department.

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Oversee the department's retention efforts in all areas of in-hall residential education programs, including, but not limited to, diversity and multicultural, wellness, civility, and community enhancement.

Coordinate the department's student learning outcomes assessment programs, including learning outcomes assessment, with HRL student staff.

Counsel, consult and advise students on an individual and small-group basis.

Serve as a resource to in-hall HRL staff on matters pertaining to residential education programs, including benchmarking and monitoring regional and national trends in this area.

Assist with central administrative office functions which may include RA selection, summer housing/conferences, production of staff manual, student leadership development, and staff training, as well as various administrative duties assigned by assigned supervisor. Assist with the supervision of the assigned Central Office clerical support staff.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in departmental and University committees and problem-solving groups as assigned by the Director, HRL.

Assist with emergency response coverage as assigned by the Director, HRL.

Serve as customer service representative, addressing customer complaints made by students and parents.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, automated management systems, and spreadsheet software. This is a 12-month position with assigned summer duties; a flexible work schedule is required at various times of the year, including move-in/move-out and staff training periods.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

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QUALIFICATIONS:

Required: Master's degree in student personnel or related field; minimum of two years of professional experience in the area of college residential life; experience with out-of-classroom educational and developmental programs within residential communities/halls with direct involvement in at least one of the following program areas: first-year programs, residential peer mentoring, living and learning, student assessment, and/or retention programs; outstanding verbal and written communication skills and computer skills; strong human relations skills. **Preferred:** Post-graduate degree full-time residential life experience; experience working with diverse student populations.

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