

Class Code:.....0833
Position #:(NUNC).....
Developed by:.....DR
Reviewed by:.....SG
Approved by:.....LK
Date:.....04/08

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, University of Rhode Island Transportation Center
DIVISION: Administration(Transportation Center)
REPORTS TO: Executive Director, Transportation Center
GRADE: 7
SUPERVISES: Support staff and students

BASIC FUNCTION:

Assist the Transportation Center's Executive Director and others with the planning, organizing, managing and controlling of the daily administrative and operational business of the Rhode Island Technology Transfer Center (T² Center) and the University of Rhode Island Transportation Center's (URITC) outreach activities. Reporting to the Outreach Director, supervise and/or carry out administrative duties necessary for the proper functioning of the URITC outreach activities. Support all activities of the URITC. Coordinate the administrative functions of the training programs and summer camps offered by the URITC.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Research information and recommendations relating to specific policies, activities or problems relative to outreach activities. Determine and formulate necessary procedures; solve problems of a diverse nature and perform work in areas where there are no administrative guides. Make decisions based on a wide body of knowledge in addition to an intimate knowledge of standard operating procedures.

Coordinate the personnel administration functions of the Rhode Island Technology Transfer Center (T² Center), including, but not limited to, processing and tracking paperwork for new hires, transfers, leave requests, terminations, and the associated record keeping.

Develop and manage a tracking program that gathers customer data regarding the quality and responsiveness of outreach training activities. Establish a standard to analyze information and provide feedback for training program.

Organize the operation of the T² Center, including supervising the Center support staff, coordination and facilitation of planning procedures for training programs for state employees and all Rhode Island Public Works departments employees. Manage the day-to-day operation of the T² Center.

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Coordinate planning of educational events held by the URITC throughout the year for middle and high school students.

Manage the administrative functions of the Outreach Director's Office, including office procurement for training programs and the development and management of the T² Center's budget.

Coordinate and facilitate the T² Center's and the URITC's training program in collaboration with the appropriate parties to include workshops and/or seminars, both on- and off-campus. Consulting with the Rhode Island public works departments, Rhode Island Department of Transportation and Federal Highway Administration (Rhode Island Division) management staff to identify needs and serve as the principal training contact person in the T² Center and URITC. Analyze and recommend training budget requirements and related costs.

Manage and create content for the T² Center's Web site.

Supervise clerical and other support staff.

Oversee the preparation and processing of both routine and important/complex correspondence.

Handle information of a sensitive and confidential nature. Interface frequently with the Rhode Island Public Works departments, Rhode Island Department of Transportation and Federal Highway Administration (Rhode Island Division).

Research and compile information and make recommendations required for use in analyses, presentations, meetings and decision-making.

Draft documents and correspondence for the Outreach Director.

OTHER DUTIES AND RESPONSIBILITIES:

Communicate and interface frequently with campus faculty and staff, governmental agencies, professional organizations and outside agencies.

Collaborate with the President's Office, Vice President of Administration's Office, Rhode Island Department of Transportation and Federal Highway Administration (Rhode Island Division) to insure T² Center and URITC support requirements are met.

Oversee the management of the Outreach Director's calendar to insure efficient use of available time, to resolve scheduling conflicts, and to provide all necessary background material for scheduled meetings and events.

Serve as facilitator for incoming requests, such as coordinating with administrators, faculty, staff and the external community.

May represent supervisor at meetings when appropriate.

Perform related duties as assigned by the Director.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook), Microsoft Frontpage, Microsoft Publisher

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Associate's degree required; bachelor's degree preferred. At least three years of experience in a complex administrative position, preferably in an educational and/or public works training setting, with responsibility for procedural development. The following are required: demonstrated proficiency in computing, including word processing, database management and spreadsheet software; ability to learn new computer software and programs; excellent writing and interpersonal skills; the ability to communicate effectively orally and in writing, and to organize, coordinate and supervise support staff; demonstrated ability to coordinate complex management tasks; ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others. Experience with graphic arts and chart software preferred.

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