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Developed by:.....JL
Reviewed by:.....SG
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Dean, Pharmacy/Student Affairs
DIVISION: Academic Affairs (College of Pharmacy)
REPORTS TO: Dean and/or Associate Dean, College of Pharmacy
GRADE: 14
SUPERVISES: Support staff as assigned; student workers

BASIC FUNCTION:

Primary responsibilities include: (1) assisting and advising Pharm.D. and BSPS undergraduates, as well as undecided majors wanting entry into these programs; (2) working with the College of Pharmacy administration via e-campus queries to provide data and prepare reports for accreditation; (3) providing e-campus training and support to College of Pharmacy faculty and staff; (4) serving as liaison to students, and, as required, (5) facilitating URI 101.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide academic counsel and advice to undergraduate Pharm.D. and BSPS College of Pharmacy students, prospective students, and students seeking transfer admission to the College of Pharmacy.

Manage and maintain the degree audit system for currency to new degree requirements for all programs. Assist with the running of student audits each semester to ensure students are meeting College retention requirements.

Serve as the Advisor for Freshman Orientation for all Pharm.D. and BSPS students as well as all transfer students on Transfer Day. Prepare all relevant documentation, such as manuals for orientations, including the sophomore P1 orientation.

Assist with training programs for all faculty, including the e-campus advising system, FERPA Guidelines, and student contact logs. Assign advisors to each entering P1 class.

Assist in the certification of professional degree students for graduation, ensuring that they progress toward graduation in a timely fashion.

Evaluate transfer student transcripts and contact students regarding completeness of requirements.

Assist graduating pharmacy students with the preparation of their licensing examination applications.

Serve as the primary contact for students having academic, emotional, financial, and personal problems, assisting them in resolving such issues.

Coordinate relevant College events (e.g., White Coat Ceremony, Graduation, College picnic.)

Conduct and/or participate in orientation sessions and recruitment programs, such as: Welcome Day, Meet the University, and the Phone-A-Thon.

Provide major support for student- and College-sponsored events during the academic year, e.g., Senior Banquet, Family Feud, Annual Chile Cook-Off, etc.

Meet with potential external and internal transfer students and advise them of transfer requirements, including the evaluation of academic transcripts. Assist with collection and tracking of transfer applications and notification of applicants regarding the completeness of their applications. Provide direct support for external and internal transfer student interviews, and compile all data for evaluation. Work closely with the Admission Committee to devise an interview process for incoming sophomore students.

Coordinate and participate in the teaching of URI 101 for the College of Pharmacy.

Participate in the accreditation self-studies for the College of Pharmacy as they relate to Student Affairs, including assisting in the preparation of data analyses involving progression statistics, the correlation of entering students' credentials with student performance, and rubric development for admission interview assessment of service learning.

Work closely with Career Services in order to provide up-to-date information to students related to their career and major choices.

Responsible for transferring all students to the Degree Granting College in E-campus.

Maintain the academic records and the integrity thereof for both BSPS and Pharm.D. students, including: managing the E-campus component of the academic record, e.g., posting minors, changing class years, posting graduation, posting all academic transfer work, and posting academic proficiencies to the academic record.

Responsible for selecting courses for the Learning Communities for Pharm.D. as well as BSPS students, in conjunction with the Associate Dean and the Coordinator of the BSPS Program.

Serve as a liaison with department chairs whose departments deliver the pre-professional curriculum, e.g., the Chemistry and Biological Sciences Departments.

Serve as the College's representative on the Registrar's Advisory Committee, keeping faculty apprised of any changes in academic regulations or procedures pertaining to students.

Perform degree audits on Freshmen and Sophomores to determine any academic deficiencies impacting their retention and notify said students.

Run the "permission numbers" for labs and IALs in order to oversee/manage the enrollments in the respective labs/classes.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the College, as needed, at state-wide Articulation and Transfer Day Programs.

Represent the College on various University committees as a committee member or as the Dean's representative and serve on various College of Pharmacy committees as a representative of Student and Academic Affairs (e.g., Admissions Committee).

Assist with the Living Learning Community (LLC).

Attend conferences and workshops in order to keep current on topics regarding student progression and assessment.

Participate in other College and University projects designed to support students in academic matters.

Maintain relevant statistical data as required.

Perform additional duties as required.

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; Minimum of five years of professional experience in higher education working with students; Demonstrated experience or training in academic advising or career counseling; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in adult education, student personnel in higher education, counseling, or comparable program; Demonstrated knowledge of the degree and licensing requirements for pharmacy; and, Demonstrated experience with on-line information and presentation technology, and with student records systems.

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