

Class Code:.....0912-REV  
Position#:.(PSA).....(E)  
Developed by:.....SG,JOL  
Reviewed by:.....LK  
Approved by:.....LK  
Date:.....04/96, 08/18

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Specialist II, Office of Strategic Initiatives (OSI)

**DIVISION:** Academic Affairs (Feinstein College of Education and Professional Studies)

**REPORTS TO:** Director, OSI

**GRADE:** 12

**SUPERVISES:** Support staff

**BASIC FUNCTION:**

To function as a team member to drive the strategic plan of OSI and the College of Education and Professional Studies, including but not limited to, program planning, development, administration, evaluation, and grant writing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Lead programmatic work of defined projects within OSI including program planning, implementation and evaluation.

Provide expertise and support in all aspects of program planning including, needs assessment, instructional design, materials development, and training delivery.

Work in conjunction with all OSI team members including clerical, project coordinators, fiscal and leadership.

Work with internal and external partners to support credit, non-credit and workforce development initiatives.

Act as a liaison in program development and implementation with private and public agencies.

Implement all phases of program evaluation including evaluation planning, implementation and report writing.

Assist in the identification of funding sources; the preparation of grant proposals; the completion of program reports; program documentation.

**OTHER DUTIES AND RESPONSIBILITIES:**

As necessary, work in conjunction with the UFC advisory committees.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in education, planning or related field with eight years of experience, OR, Master's degree in education, planning or related field with three years of experience; Demonstrated experience in program development, and grant development and management; Demonstrated supervisory experience; Demonstrated computer skills; Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency in written communication skills; Demonstrated ability to multi-task; and, Demonstrated ability to work with diverse populations/groups.

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