

Class Code:.....0976
Position#:(PSA)(E)..
Developed by:..RW, JA
Reviewed by:.....
Approved by:.....
Date: 9/2015

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Engineering/Academic Affairs
DIVISION: Academic Affairs (College of Engineering)
REPORTS TO: Dean and/or Assistant Dean, College of Engineering
GRADE: 11
SUPERVISES: Support staff as assigned; student workers

BASIC FUNCTION:

Primary responsibilities include: (1) assisting in the oversight of student affairs for Engineering undergraduates (2) working with College Faculty, campus offices, and as an external contact regarding career and internship matters; (3) administering the College's Living Learning Community (ELLC) (4) serving as a resource for faculty and staff on student affairs; and (5) supporting the work of the Assistant Dean.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop contacts with each of the College's Academic Departments to collect resources and learn about internship opportunities and organizations where students have held placement and where future placement could be established

Foster relationships with Rhode Island and out of state employers in order to be quickly informed of internship and career opportunities within their organizations

Work closely with the Office of Career and Experiential Education in order to provide up-to-date information to students related to their career and major choices, and for the sharing of best practices and continued professional development in the field

Become integral to the operations of University-wide "Career Fairs", specifically for opportunities appropriate for Engineering students

Develop workshops to be delivered in or outside of the classroom to prepare and guide students through aspects of "professionalism" in preparation for opportunities in the field

Determine how information and support on the topic of professional development and "soft skills" can be shared with students throughout their undergraduate career

Provide an ongoing contact for Engineering alumni in their process of career development

Oversee and direct the operations of the College's Living Learning Community (ELLC), including selection, training, and supervision of student leader's (RAMS), close contact with the Office of Housing and Residential Life, and ensuring operations occurring within the community are ideally calibrated to support the academic success of Engineering freshmen

Continuously assess operations of the ELLC, connecting with the Academic Enhancement Center and pertinent academic departments delivering first year student courses to find innovative delivery methods for support outside of the classroom. Develop an assessment to quantify quality and determine what adjustments should be made over time.

Support the Assistant Dean in matters including but not limited to potential graduate exit interviews, confirming eligibility for degree conferral, transfer credit evaluation, and representing the College at meetings, events, and programs

Assist in the maintenance of academic records and the integrity thereof 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.

Assist with training programs for all faculty on topics including the e-campus advising system, University general education requirements, FERPA Guidelines, and student contact logs. Remain current in advising matters and related developments throughout campus to serve as a reference point for faculty and staff.

Support the accreditation process (ABET) as directed by the Dean and Assistant Dean. Participate in the accreditation self-studies for the College of Engineering as they relate to Student Affairs.

Conduct and/or participate in new student orientation sessions and recruitment programs such as: Welcome Day, Meet the University, and Admission Chats.

Support the coordination of College events (ex: ELLC move-in weekend, December Conferral Ceremony, May Graduation, College Picnic, etc.)

Be able to readily provide and analyze data related to the responsibilities of the position

OTHER DUTIES AND RESPONSIBILITIES:

Represent the College on various University committees as a committee member or as the Dean's representative and serve on various College of Engineering committees as a representative of Student and Academic Affairs

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

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

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

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 excellent written and oral communication skills and interpersonal skills; demonstrated ability to organize and coordinate support staff; availability to work evenings and weekends.

PREFERRED: STEM experience, Master's degree in higher education, counseling, or in a comparable program; 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.