

Class Code:.....0989  
Position#:.(PSA).....  
Developed by:.....PC  
Reviewed by:.....SG  
Approved by:.....LK  
Date:2/09;08/09;06/11

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Coordinator, Osher Lifelong Learning Institute (OLLI)  
**DIVISION:** Academic Affairs (HSS: Gerontology)  
**REPORTS TO:** Principal Investigator  
**GRADE:** 7  
**SUPERVISES:** Professional staff and volunteers

**BASIC FUNCTION:**

Reporting to the Principal Investigator for a grant from the Osher Foundation, the Coordinator will be responsible for the administration, program development, and ongoing support of the Osher Lifelong Learning Institute (OLLI) at URI. Provide overall program leadership and management in conjunction with key program committees and supervise staff and volunteers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Play a leadership role in strategic planning and fundraising, including grant writing.

Promote public relations, networking, collaboration, and outreach to both University and community groups and individuals.

Liaise with project committees to monitor their direction and effectiveness, and serve *ex officio* on the executive committee.

Supervise staff members and volunteers.

Prepare and manage annual budget.

Prepare funding agency reports, including data regarding program participation and effectiveness.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**Required:** Master's degree in education, human service, business, or other relevant field, OR bachelor's degree in one of the aforementioned areas with five years of professional experience in either non-profit or higher education administration. The following are also required: demonstrated ability to represent the Osher Lifelong Learning Institute (OLLI) with both internal and external stakeholders; demonstrated supervisory experience; excellent communication skills, both written and oral; excellent organizational abilities and interpersonal skills; demonstrated ability to effectively manage multiple tasks and projects concurrently and efficiently; demonstrated ability to work collaboratively as part of a team, and to relate and communicate with a wide variety of constituencies including, but not limited to, management, volunteers, faculty, support staff, students, and the community; proficiency with Microsoft Office applications (Word, Excel, and PowerPoint); demonstrated ability to work in a fast-paced environment and to meet competing deadlines.

**Preferred:** Demonstrated ability to lead a non-profit agency, including grant-writing, fund-raising, marketing and public relations; and demonstrated ability to work with diverse groups.

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