

Class Code:.....0991
Position#: (PSA)...7982
Developed by:.....JG
Reviewed by:.....SG
Approved by:.....
Date:...8/09; 05/2012

THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, IEP
DIVISION: Academic Affairs (Languages)
REPORTS TO: Executive Director
GRADE: 7
SUPERVISES: Research assistants and/or others assigned to assist with project.

BASIC FUNCTION:

In consultation with the Executive Director, coordinate the day-to-day operations of the International Engineering Program (IEP), an innovative and interdisciplinary academic program with approximately 300 majors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the day-to-day operations of IEP, including supervising/coordinating students assigned to assist with the project.

Develop brochures for the Program in consultation with URI's Publications Department.

Design, develop and manage Web site in consultation with URI's Publications Department.

Oversight of record management such as alumni and high school databases, data for annual report and data for the IEP (querying/coding of IEP students; filing application materials for incoming and outgoing students.

Coordinate program outreach, marketing, and branding.

Coordinate special events, as well as visits from other schools, both national and international, with URI faculty and students.

Organize and write presentations for workshops.

Liaise with program students and alumni.

Coordinate project evaluation activities, providing analysis/feedback to the Director.

OTHER DUTIES AND RESPONSIBILITIES:

Assist in the planning of conferences and seminars, such as the International Engineering Colloquium.

Represent the program at conferences as needed.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database applications and spreadsheet software; InDesign or similar software.

ENVIRONMENTAL CONDITIONS:

This position will not be exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required with three or more years of experience in program development, management and outreach. Must be able to handle multiple tasks simultaneously in a fast-paced environment. Must be strongly proficient in one of the program languages (German, French, Spanish or Chinese), or other foreign languages, and have lived, worked or studied abroad. The following are also required: strong written and verbal communication skills and interpersonal skills; ability to work with diverse population; expertise in InDesign or similar software, experience in designing and maintaining Web sites; experience with spreadsheet and database management; experience in event management. The following are preferred: Familiarity and experience with higher education issues, especially regarding language acquisition, engineering, and/or international programs; prior experience in study abroad management and/or advising.

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