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Position#:(PSA).....
Developed by:.....RM
Reviewed by:.....LK,SG
Approved by:..... .
Date:..... 11/09

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Honors Pgm/Academic Programming, Advising & Outreach

DIVISION: Academic Affairs (Honors Program)

REPORTS TO: Director, Honors Program

GRADE: 10

SUPERVISES: Support staff, Graduate and Undergraduate Students

BASIC FUNCTION:

Under the direction of the Honors Director, manage the day-to-day operations of the Honors Program and the Program's student support staff. Plan and organize the high quality Honors Colloquium series and Honors Program events that serve to enhance the Honors Program and the University's image among alumni, friends, parents, local officials, opinion makers, the media, and the business community. Assist the Director in developing programs that will provide positive on-campus experiences for students. Assist in the development and execution of new Honors-wide programming. Participate in student advising, including acting as the drop-in student advisor for the inter-disciplinary undergraduate honors curriculum.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage a support staff which includes clerical staff, students, and undergraduate and graduate interns.

Coordinate and participate in Honors Program staff meetings. When called upon, coordinate for and give advice to the Honors Program and Visiting Scholars Committee of the Faculty Senate. Coordinate the scheduling of the University's honors curriculum, and provide support to the teaching faculty participating in the Program.

Under the supervision of the Honors Director, manage logistics for the Honors Colloquium, the University's premier public lecture series. Assess and maintain the current status of the colloquium as well as of other outreach programs within the Program, and assist the Director in determining the future direction/potential of the Honors curriculum and colloquium.

Coordinate the various Visiting Scholars' public academically-oriented programs, including the scheduling, publicity, and logistical support.

Communicate message and mission to key audiences, including representing the Program at various University events and functions such as Centennial Scholars and Welcome Days. Work closely with the Honors Director to ensure that this

message is aligned with the University's strategic plan.

Write, edit, and manage the production of a wide variety of publications (hard copy, electronic format, or both), for a diverse audience, including legislators, higher education, the general public, the business community, and the campus community. Manage the marketing and distribution of publications, including the Program's annual report.

Plan and coordinate events such as seminars, workshops, expositions, poster sessions, award ceremonies, panel sessions, and the annual undergraduate research conference for the Honors Program.

Define, develop, and recommend policy to encourage innovative and collaborative Honors-related events.

Advise the Honors Director on matters related to the Colloquium and student advising. Serve as the drop-in student advisor, and lead the URI 101 Section for undeclared Honors students.

Coordinate and execute presentations to the public and private sectors about current and future Honors activities.

Oversee the process for filling the Honors dormitory.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties relevant to the Honors Program as assigned by the Director.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers; Web software, database software, desktop publishing software; all equipment necessary to produce reports, presentations, and publications described in the duties.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental Conditions.

QUALIFICATIONS:

Required: Bachelor's degree; minimum of three years of experience in programming and special events planning; demonstrated past success in planning, organizing, and implementing small- to large-scale programs and events simultaneously; management experience; strong interpersonal skills, and written and oral communication skills; budget oversight experience; ability to organize, coordinate, and supervise support staff; ability to utilize technology in the production of public programs and special events; ability to work in a fast-paced, team-oriented, academic environment. **Preferred:** Experience in programming and special events planning in a college or university Honors Program; demonstrated competence in inter-disciplinary Honors student advising.

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