

Class Code: 1201
Position# NUNC (E)
Developed by: LEC
Reviewed by: DLJ
Approved by:
Date: 12/16

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Office of Strategic Initiatives
DIVISION: Academic Affairs (Feinstein College of Education and Professional Studies)
REPORTS TO: Director, Office of Strategic Initiatives
GRADE: 14
SUPERVISES: Clerical support staff

BASIC FUNCTION:

Reporting to the Director, the Assistant Director will help to develop and make recommendations for new strategic initiatives, partnerships, community engagement, outreach activities, innovative initiatives and strategic growth for both the Feinstein College of Education and Professional Studies and the University of Rhode Island; analyze potential revenue and create a cost/benefit analysis as well as a budget for new programs or initiatives; assist in monitoring and evaluating program success and sustainability including strategic planning by evaluating and recommending proposals for new initiatives; assist in maintaining close relationships with various stakeholders across the School of Professional and Continuing Studies and the University and the School of Education

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with the Director in the development of community engagement and workforce and economic programs that address the needs of local, regional, and state businesses and industries and the stated mission, goals, and priorities of the Feinstein College of Education and Professional Studies and University of Rhode Island (URI.)

Work with the Director to grow both academic and non-academic partnerships, certificate programs and for-profit programs.

Work with the Director to create revenue generating professional development projects and opportunities.

Provide ongoing communication to staff and stakeholders of

overall trends, needs and opportunities.

Support faculty and staff in the development of grant proposals.

Work with the Director in planning and designing credit and non-credit courses for educational programs.

Participate in the Feinstein College of Education and Professional Studies' committees and meetings as necessary.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as assigned by the Director, Office of Strategic Initiatives.

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: Master's degree in education, adult education, or business field; Minimum of four years' experience in higher education including experience implementing online, certificate, credit and not-for-credit programs, and industry-related programs; Demonstrated knowledge of adult learning principles and practices; Demonstrated ability to work both with a team and independently; Demonstrated ability to cultivate an environment of cultural competence; Demonstrated strong interpersonal and oral communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated record of acquiring external funding through federal or state grants or related agencies; and, Demonstrated success in managing large-scale, multi-year grants and programs.

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