

Class Code:.....1205
Position #: (PSA).. (E)
Developed by:.....ES
Reviewed by:.....DLJ
Approved by:.....LK
Date:.....10/16

**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: Coordinator, Arts and Sciences, Student Affairs
REPORTS TO: Assistant Dean, Student Affairs
GRADE: 11
SUPERVISES: Support Staff and Student Workers

BASIC FUNCTION:

Coordinate and manage the administrative operations and academic advising support for the College of Arts and Sciences' Student Affairs Division, consistent with the academic rules and regulations codified by the University manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Assistant Dean in providing services to students within the College of Arts and Sciences. Act on behalf of the Dean in his/her absence.

Manage and coordinate completion of degree audits for students planning to graduate each semester. Work with academic advisors and departments to ensure that students are meeting the requirements for their degrees.

Coordinate catalog changes for the college and ensure that all updates to the university catalog are current and approved through the appropriate channels. Utilize these changes to create advising materials for students and advisors including curriculum sheets and other resources.

Coordinate and manage scholastic standing and petitions process.

Coordinate efforts to interface with staff/administrative members of other colleges to create accurate four-year academic maps for each degree, major, and concentration within the College of Arts and Sciences.

Provide administrative support for the College of Arts and Sciences Student Affairs Division.

Act as a resource for department chairs, academic advisors, faculty, and staff to encourage consistent and accurate advising across the college.

Support recruitment and retention efforts for the college.

Assist Enrollment Services with updating the Academic Progress Report (APR) each year, based on changes to the curriculum and requirements.

Facilitate advising college-wide by assisting in the training and recruitment of academic advisors. Work with departments to ensure that advising needs are met.

Coordinate the planning and execution of the college Commencement Ceremony.

Identify students at risk for not completing degrees and work with the academic departments to provide the necessary assistance and support to these students.

Manage social media for the College of Arts and Sciences' Student Affairs Division.

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: Bachelor's degree; Minimum of five years of experience in Student Affairs or related field; Demonstrated strong verbal and interpersonal communications skills; Demonstrated strong written communication skills; Demonstrated ability to communicate effectively with faculty/staff, students and parents; and, Demonstrated ability to work with diverse groups/populations.

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