UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, PeopleSoft Degree Audit and Academic Catalog

DIVISION: Academic Affairs (Enrollment Services)

REPORTS TO: Senior Associate Director, Enrollment Services (Student Records Area)

GRADE: 10

SUPERVISES: Professional, classified support staff and/or student staff

BASIC FUNCTION:

Coordinate all academic advising efforts for all facets of the PeopleSoft degree audits. In collaboration with the various Deans' offices and academic departments, meet with and advise individual students, faculty, staff, department chairs and deans with regard to degree requirements articulated in the PeopleSoft Academic Advisement Transcript. Serve as the Catalog Coordinator for Enrollment Services Records and Registration area with a focus on course description and catalog curricular changes. Maintain and update the degree audits module in PeopleSoft as needed due to catalog curriculum changes and/or the establishment of new programs of study. Serve as a member of the Enrollment Services Advisory Committee. Serve as the Enrollment Services liaison to the Faculty Senate Office and CAC.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In collaboration with the various Deans' Offices, meet with individual students to advise them regarding academic policies and procedures that relate to the degree requirements 7articulated in the PeopleSoft Academic Advisement Transcript.

In collaboration with the various Deans' Offices, meet with faculty, staff, department chairs, and deans to advise them regarding specific questions having to do with academic policies and procedures relating to degree requirements.

As Catalog Coordinator for Enrollment Services Records and Registration area, collaborate with the University Publications Editor, to coordinate curricular changes, review course description changes and update catalog posts as appropriate for new catalog editions.

Assist with various compliance reviews related to degree progress, e.g., NCAA, Veterans.

Serve as the primary expert in the Enrollment Services Records area on all facets of the University's PeopleSoft degree audit system.

Implement, maintain, and update the PeopleSoft Academic Advisement Module.

Research the delivered functionality of the PeopleSoft degree audit system and coordinate the implementation of additional features with University Computing Systems and the degree granting colleges and University College for Academic Success.

Translate degree requirements for all new/existing plans, sub-plans, majors and/or minors into the PeopleSoft Degree audit system for each catalog year.

Establish presentation order, naming conventions, descriptive text, and consistency of display in the PeopleSoft Degree Audit System for newly developed academic programs, majors, plans, etc.

Identify training needs, prepare training manuals.

Serve as the lead trainer for the PeopleSoft academic advisement module. Organize, coordinate and teach training sessions regarding the use of the degree audit system.

Train/advise academic advisement personnel, academic deans, department chairs, faculty, staff and students on how to read, interpret, and use the PeopleSoft Academic Advisement Transcript.

Meet with faculty and academic authorities to test the accuracy of the degree audit tables and adjust the logic as necessary.

Maintain student confidentiality at all times.

OTHER DUTIES AND RESPONSIBILITIES:

Attend conferences and workshops.

Maintain relevant statistical data and prepare related reports as required.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software. Student information systems (e.g., Banner, PeopleSoft, Datatel.)

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years' experience in academic advising at the collegiate level, which includes experience in the

administration of an electronic degree audit system; Demonstrated experience in using higher education student information systems (e.g., Banner, PeopleSoft, Datatel); Demonstrated analytical skills; Demonstrated experience working with faculty, administrators, and students; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in student personnel administration and counseling (or a comparable program); Demonstrated training/teaching experience; and, Demonstrated experience in the creation and use of reports and other applications such as those found in Microsoft Office.

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