

Class Code:.....1225
Position#:.(PSA).....(E)
Developed by:.....JO
Reviewed by:.....DLJ
Approved by:.....LK
Date:.....02/2017

THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Summer Sessions & URI Winter J Term
DIVISION: Academic Affairs
REPORTS TO: Assistant Director, Summer Sessions & URI Winter J Term
GRADE: 8
SUPERVISES: N/A

BASIC FUNCTION:

Collaborate with the Assistant Director of Summer Sessions and the URI Winter J Term to coordinate all administrative aspects of the J Term and Summer Sessions. Manage enrollment for both alternative semesters, communicate with academic departments and students, and promote and market the Winter J Term. Assist the Marketing Coordinator of Summer Sessions with all marketing efforts related to Summer Sessions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with all administrative functions related to URI Summer Sessions and the Winter J Term.

Respond to student and other external inquiries related to URI Summer Sessions and the Winter J Term while demonstrating personal commitment to exceptional customer service.

In collaboration with student interns and student staff, maintain all URI Winter J Term & Summer Sessions social media accounts.

Liaise with various academic and student-service departments and the Summer/J Term Office.

Coordinate event planning for Summer Sessions' registration.

Support faculty that teach during Summer Sessions and the Winter J Term.

Assist in enrollment tracking during J Term and Summer Sessions' registration periods.

Assist in website development for the Winter J Term and Summer Sessions.

Collaborate in developing comprehensive strategies for Winter J Term and Summer Sessions' marketing and promotion.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in business, marketing, public relations, communication or related field; Demonstrated customer service experience; Demonstrated experience in social media account management; Demonstrated ability to plan, implement and evaluate marketing activities; Demonstrated ability to communicate effectively with faculty, staff, and students in a higher education setting; Demonstrated event planning experience; Demonstrated interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience with Adobe Photoshop or similar image editing software; and, Demonstrated ability to work with diverse groups/populations.

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