

Class Code:.....1226
Position#: (PSA)..... (NE)
Developed by:.....DG
Reviewed by:.....DLJ
Approved by:.....LK
Date:.....04/17

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Specialist, Honors Program
DIVISION: Academic Affairs (Honors Program)
REPORTS TO: Director, Honors Program
GRADE: 7
SUPERVISES: N/A

BASIC FUNCTION:

Under the guidance of the Honors Director, provide technical support to the Honors Program. Manage multiple projects of a complex and responsible nature and communicate effectively with faculty, administrators, and other members of the University community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with the staff of the Honors Program to provide communications and technical support for program activities.

Manage the general Honors Program website. Update and provide new content for websites and other written communications, including production of monthly electronic newsletters.

Provide confidential administrative services for all staff of the Honors Program, including the following: arrange and schedule meetings, type reports, correspondence, and related materials, make travel arrangements, draft and respond to routine correspondence.

Develop and maintain enrollment spreadsheets for use by the Director and staff as required. Create report documents to be used at various meetings. Assist with compiling data for these and other presentations.

Research and compile information for use in Annual Report.

Analyze and manage data and current student databases. Oversee the intake process for new students in all Honors Program initiatives. Run queries in e-Campus.

Maintain the Honors Alumni and Colloquium events invitation database.

Provide administrative and technical help to Honors faculty and staff.

Answer phones, greet visitors, and disseminate information to a diverse constituency. While exhibiting a high degree of tact and sensitivity, deal directly with the public, students, faculty, staff, and officials (both within and outside the University) on behalf of the Honors Program Director and staff.

Process procurements including, but not limited to, office supplies and computer equipment.

OTHER DUTIES AND RESPONSIBILITIES:

Manage data and surveys as needed by the Honors Director.

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

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing and database management software; spreadsheet software and Web design software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Demonstrated proficiency in written communication skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated ability to prioritize multiple projects simultaneously to meet deadlines; Demonstrated experience with social media; Demonstrated experience with desktop publishing and online list management; Demonstrated experience with database management and spreadsheet software; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated participation in an honors program or other similar program for students.

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