

Class Code:.....1234
Position #: (NUNC).... (E)
Developed by:.....AJ
Reviewed by: DLJ
Approved by:.....LK
Date:. 05/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Director, International Engineering Program (IEP)
DIVISION: College of Engineering
REPORTS TO: Executive Director, International Engineering Program
GRADE: 14
SUPERVISES: Staff and student employees

BASIC FUNCTION:

In collaboration with the Executive Director of the International Engineering Program, manage and administer the program, as well as the day-to-day operation of the two IEP on-campus Living/Learning Communities known as the IEP House and the Texas Instruments House.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Executive Director as needed in the development and operation of the International Engineering Program.

Assist the Executive Director as needed in the development and operation of the IEP's annual Colloquium on International Engineering Education.

Manage all budgets for the IEP, including state funded budgets and donated monies.

Assist the Executive Director in major event planning and execution, including alumni events and annual board meetings, as well as creating the Annual Report for the Advisory Board.

Oversee all aspects of the Alumni database.

Develop grant budgets with IEP Directors who apply for grants in coordination with the Grant office.

Develop funding trends, along with the Foundation.

Manage Student Affairs aspect of the IEP (tracking students, developing a sub-plan, curriculum maps, etc.)

Manage members of the IEP team: (fiscal clerk, facilities team, and kitchen staff), including staff development, hiring, and staff relations.

Monitor the five year Strategic Plan, and report to Executive Director on progress each semester.

Maintain IEP website, and other marketing materials.

OTHER DUTIES AND RESPONSIBILITIES:

Direct the operation of the two Living/Learning Communities, including the central office, living and dining facilities, fiscal and facility management, including budgetary overview.

Participate in long range and strategic planning for the Living/Learning Community.

Plan and lead events and activities, including House and orientation meetings, organize cross-cultural differences/diversity related programs, substance abuse prevention workshops.

Recruit and select student residents as well as exchange students for the IEP Living/Learning Communities, and maintain housing contracts.

In consultation with the Executive Director, enforce behavioral standards in accordance with University policy. Develop house policies and manage/advise house council.

Develop, administer, evaluate and continuously improve the service and programs of the Living/Learning Community for 76 students.

Develop assessment tools assessing the academic, social, linguistic and cultural gains of living in the IEP/TI houses.

Respond to personal and facility crises, assess, refer and coordinate resolution and work with residents regarding concerns and complaints including serving as an on-call liaison.

Manage public relations for the IEP Living/Learning community.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's Degree in student personnel, business or related field; Minimum three years of experience working with college students; Demonstrated

supervisory experience; Demonstrated crisis management experience; Demonstrated budget management experience; Demonstrated administrative experience; Demonstrated strategic planning and networking skills; Demonstrated organizational and problem-solving skills; Demonstrated ability to handle multiple tasks simultaneously in a fast-paced environment; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency with written communication skills; Demonstrated experience with higher education issues, including regarding engineering in an international context; Demonstrated group leadership and program management experience; Demonstrated collaborative work style; Demonstrated computer skills, including word processing, database and spreadsheet applications; Demonstrated knowledge of international education and foreign language acquisition; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated fluency in a language other than English; Demonstrated international work and/or study experience; Demonstrated college residential life experience; Demonstrated building management experience; and, Demonstrated desktop publishing skills.

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