

Job Code:.....101234
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Developed by:....LJ;DR
Reviewed by:.....DLJ
Approved by:....AMC;LK
Date:.....10/16;07/17

UNIVERSITY OF RHODE ISLAND

Position Description

TITLES: Coordinator, Global Graduate Programs and PACAP Research Center

DIVISION: Academic Affairs (College of Business)

REPORTS TO: Associate Dean for Global Education, Graduate Business, and Research Programs

GRADE: 12

SUPERVISE: Assistant, Clerical Support Staff and Work Study Students

BASIS FUNCTION:

Oversee day to day administrative functions, program plans, and serve as an academic advisor for the College of Business Global Education Program. Oversee the initial admission procedures and, application process for the Graduate Programs in the College of Business. Oversee all the activities and administrative management of the Programs for the PACAP Research Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Associate Dean to develop, plan, and provide inputs with regard to the special global education projects and programs, including, but not limited to;

Assist the Associate Dean to counsel applicants regarding admission criteria, courses, and requirements with the Dual Degree Program in the College of Business.

Serve as an academic advisor to the international students participated in the Dual Degree Programs in the College of Business Global Education Program.

Coordinate with the Office of International Students & Scholar, Undergraduate Admission Office, and Housing and Residential Life on the application, international students' visa status and campus life for the Global Education Program.

Assist the Graduate Program Directors and Area Coordinators on the administration and initial admission process for Ph.D program, MS Finance program, and MS Accounting program.

Assist the Associate Dean with the Graduate Programs assistantship processing, class registration, and administrative work.

Oversee the day-to-day operations, PACAP Databases and PACAP Visiting Scholar Program, of the PACAP Research Center, including generate a regular report for all the Center's activities to the Associate Dean. Supervise staff and student workers.

Coordinate all the PACAP correspondence and promotional material.

Coordinate the management, data creation, verification, and maintenance of the eight PACAP Databases.

Conduct English translation of accounting and financial data related to companies on the Taiwan Stock Exchange.

Coordinate PACAP visiting scholar application with the Office of International Students & Scholars and PACAP related activities for academic visits.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software. Microsoft Office Suite.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's Degree; Minimum three years' experience in progressively responsible and complex administrative positions; Demonstrated proficiency with Microsoft Office Suite; Demonstrated leadership experience; Demonstrated academic advising and admission experience; Demonstrated ability to multi-task in a deadline-driven environment; Demonstrated experience preparing and presenting project reports to internal and external stakeholders; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational and time management skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

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