

Class Code:.....1238
Position #: (PSA).... (E)
Developed by:..... DC
Reviewed by:DLJ
Approved by:.....AMC
Date:.....05/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Offices of General Education, Writing Across URI,
and Undergraduate Research

DIVISION: Academic Affairs (Office of the Provost)

REPORTS TO: Directors, Offices of General Education, Writing Across URI,
and Undergraduate Research

GRADE: 9

SUPERVISES: Interns, Student workers

BASIC FUNCTION:

Manage the operation of three offices (General Education, Writing Across URI,
and Undergraduate Research) including purchasing, website maintenance, event
logistics and scheduling, database quality, and marketing outreach across the
university.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage requests and communications from all university departments for
information on programs and services offered by the offices of General
Education, Writing Across URI, and Undergraduate Research.

Coordinate office operations including ordering and purchasing supplies.

Manage Lists and maintain database quality.

Coordinate meeting logistics and scheduling.

Administer confirmations of applications, reviews and awards.

Assist with promotion, outreach, and event management.

Maintain and update websites with office news, new programming, and success
stories.

Distribute regular newsletters.

Communicate press releases, success stories to URI community.

Manage social media channels, including: Twitter, Facebook, and Linked In.

Coordinate event operations and logistics.

Coordinator, Offices of General Education, Writing Across URI, and Undergraduate Research (PSA) - (1238)

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties, as assigned.

Occasional night and weekend event work will be required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computer, printers, and word processing, database management and spreadsheet software; WordPress; Adobe Creative Suite.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. Coordinate event operations and logistics.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Demonstrated experience with WordPress website manager; Demonstrated experience with marketing collateral production and database hygiene and list management; Demonstrated graphic design and spreadsheet experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated fluency in Adobe Creative Suite.

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