

Job Code: .. .101287
Position#: (PSA).. (E)
Developed by:.. .GW
Reviewed by: . . DLJ
Approved by:.. . LK
Date:...07/07; 06/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Talent Development

DIVISION: Student Affairs (Talent Development)

REPORTS TO: Director, Talent Development

GRADE: 7

SUPERVISES: May supervise support staff; students

BASIC FUNCTION:

Provide academic advising on an individual and group basis for students in Talent Development. Insure that Talent Development students progress toward graduation in a timely and systematic way.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide academic advisement for Talent Development students.

Conduct weekly individual and group meetings with Talent Development students.

Conduct mid-semester evaluations with Talent Development students.

Conduct Talent Development recruitment and outreach presentations to large and small audiences in Rhode Island.

Assist in the development/coordination of support services such as learning study skills workshops for summer participants.

Maintain confidential records, reports, and documentation regarding Talent Development students.

Maintain a network of contacts and Resources.

Develop and maintain a comprehensive knowledge of financial aid.

OTHER DUTIES AND RESPONSIBILITIES:

Assist/market all of the program's special events such as seminars and conferences, as they relate to student leadership development and peer mentoring.

Assist with Talent Development student media.

Perform other duties and responsibilities 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; Minimum of three years of combined experience in two or more of the following: recruiting and/or advising in an academic program setting, coordinating programs, or working in a title IV grant program; Demonstrated school-based experience and/or community work experience; Demonstrated strong verbal and interpersonal skills; Demonstrated proficiency in written communication skills; Demonstrated computer skills; Willingness to travel; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's Degree.

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