

Job Code:.....101305
Position#: (NUNC) (E).....
Developed by:.....CB
Reviewed by:.....LK
Approved by:.....LK
Date:.....04/14, 07/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Director, Admission/Special Populations
DIVISION: Academic Affairs (Undergraduate Admission)
REPORTS TO: Dean, Admissions
GRADE: 14
SUPERVISES: Professional and support staff, interns, student workers

BASIC FUNCTION:

Oversee the admission and recruitment need of special populations, including transfer students, Talent Development, Athletics, Online and International students, as well as students admitted performance-based and through the Providence Campus. Manage a team working collaboratively to create an effective and supportive admission and enrollment process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In collaboration with the Dean and admission leadership team, develop and execute a comprehensive special populations recruitment plan for the University.

In collaboration with the Dean, manage staff working with the recruitment and yield of various special populations.

Collaborating closely with faculty and with all campus departments, including Marketing and Communication, Financial Aid, and auxiliary offices to ensure attainment of recruitment and yield goals.

Collaborate with staff to initiate and implement office procedures designed to support the admission of various special populations.

Collaborate with staff to design the annual calendar of admission activities that are relevant to each special population, including office policies and procedural updates.

Represent the Office of Undergraduate Admission at recruitment events, including, but not limited to, open house events, weekend events, accepted student days, and orientation events.

Represent the University on any internal or external committees that may exist to support the recruitment and yield of various special populations.

OTHER DUTIES AND RESPONSIBILITIES:

Associate Director, Admission/Special Populations) (PSA - 101305)

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Serve as an integral part in the training of staff so they are aware of the needs of each population.

Assist in the development, maintenance and execution of the department's marketing plan to prospective and admitted students. Collaborate on data processing and management system efforts with regard to special population admission-related needs, as well as on efforts to provide transfer-related statistical information to departments throughout the campus.

In collaboration with staff, plan special population student outreach programs, including college fairs, workshops and on-campus events.

Represent the University at professional conferences and events.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing and database software; valid driver's license.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in a related field; Minimum of five years of experience in undergraduate admission and program management in higher education; Demonstrated admission marketing and planning experience; demonstrated ability to work collaboratively and effectively with both internal and external constituencies demonstrated effective Interviewing skills; demonstrated proficiency in written communication skills; demonstrated strong interpersonal and verbal communication skills; demonstrated supervisory experience; demonstrated ability to work with diverse groups/populations; and, demonstrated ability, to interpret institutional policies, plans, objectives, rules and regulations and to communicate that interpretation to others.

PREFERRED: Demonstrated experience using PeopleSoft Campus Solutions.

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