

Job Code:.....101309
Position #: (PSA)... (E)
Developed by:..... JR
Reviewed by: DLJ
Approved by:.....LK
Date:... 02/16, 04/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Academic Advising/UCAS
DIVISION: Academic Affairs (University College for Academic Success)
REPORTS TO: Dean, University College for Academic Success (UCAS)
GRADE: 13
SUPERVISES: Professional Advising Staff

BASIC FUNCTION:

Responsible for the training, supervision, and daily management of all UCAS professional advisors as well as their liaison roles with each degree granting college. Supervise graduate assistant, advising interns, and peer advisors. Oversee and provide advising services to all university college enrolled students as well as special services to undeclared students. Work with the Assistant Dean to address student crises and family related issues. Responsible for the update and maintenance of all curriculum materials for all majors. Responsible for creating and delivering curriculum for UCS270. Organize group advising sessions for all URI 101 sections. Oversee advisor liaisons to the living learning communities and to each respective degree granting colleges to ensure seamless student transitions and support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with petitions, leave of absences and withdrawals.

Direct intrusive advising methods to be implemented by all professional advisors.

Coordinate walk-in advising services, train and supervise UCAS graduate assistant, student workers, and advising interns.

Coordinate advising outreach for all special population students such as those who are flagged for early alert services, undeclared, students with disabilities, and international students.

Co-chair the UCAS Scholastic Standing Committee and chair the Petition to Drop review committee.

Work with incoming students and their families at Orientation.

Provide advising workshops for all individual URI 101 sections, and supervise outreach to living learning communities for undeclared students.

Work collaboratively with assistant dean on all aspects of assessment of advising services, including the coordination of policy and practice of advising and integrity of records, in collaboration with Enrollment Services and degree college partners.

OTHER DUTIES AND RESPONSIBILITIES:

Work collaboratively with the Office of Disability Student Services to ensure OCAS DSS student needs are met.

Participate in searches, committees, and other assignments as requested.

LICENSES, TOOLS AND EQUIPMENT:

Computers, printers, data base programs, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in a field related to higher education; Minimum of three years working as an academic advisor; Demonstrated effective verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to interpret and communicate to others institutional policies and procedures; Demonstrated ability to prepare and present detailed reports of program assessment; Demonstrated ability to prepare and deliver oral presentations; Demonstrated teaching experience at the college level; and, Demonstrated experience working with diverse groups/populations.

PREFERRED: Demonstrated experience working with computer data base programs such as Starfish and PeopleSoft.

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