

Job Code:.....101332
Position #: (PSA).... (E)
Developed by:..... JR
Reviewed by: DLJ,LK
Approved by:.....LK
Date:. 11/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Business Analyst, College of Arts & Sciences
DIVISION: Academic Affairs (Arts & Sciences)
REPORTS TO: Dean, Arts & Sciences (A&S)
GRADE: 10
SUPERVISES: N/A

BASIC FUNCTION:

In collaboration with the Dean and other A&S Dean's Office staff, carry out planning and implementation of temporary instruction staffing, graduate teaching assistants, coordination of course schedules, coordination of admissions and other events for the college. Provide budget and productivity analyses for faculty workload and temporary instruction needs. Award student scholarships.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan and implement, in collaboration with the Dean and other A&S Dean's Office staff and departments, assignments and contracts for part-time faculty (PTF) and graduate teaching assistants (GTA).

Work with department chairs and program directors to analyze faculty course assignments and workload and to plan and implement course schedules.

Evaluate department course schedules and departmental temporary instruction allocation each semester.

Manage, in collaboration with Business Manager, the A&S PTF instruction budget, including identifying PTF and GTA and undergraduate TA needs of departments, projecting annual costs, processing contracts, monitoring and reconciling temporary instruction budget reports.

Conduct workload and productivity analyses of full-time and part-time faculty, including tracking course releases, FMLA releases, and sabbatical leaves.

Make recommendations for workload efficiencies and departmental temporary instruction budgets.

Represent the College of Arts & Sciences at Admission events throughout the

year. Oversee coordination of activities as required.

Organize A&S Open Houses and other prospective student events for undergraduate students. Serve as the college liaison to select university committees and programs as assigned.

Coordinate A&S special events (e.g. family/alumni weekend.)

Coordinate program review timelines and site visits, in collaboration with the Dean and A&S Associate Deans.

Collaborate with A&S Associate Deans to address department personnel issues. Represent the College and administer special projects as assigned by the Dean.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree from an accredited university or college; Demonstrated experience with data analysis; Demonstrated experience with budgeting and cost projection; Demonstrated familiarity with general university organization (including academic rules, regulations, and practices); Demonstrated knowledge of faculty and staff issues; Demonstrated ability to maintain confidentiality; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience in financial systems, human resource systems, and student records systems; Demonstrated experience with Excel; Demonstrated knowledge of collective bargaining practices and procedures; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree from an accredited university or college in one of the disciplines of the College of Arts and Sciences; Minimum five years of experience as a faculty member and/or academic administrator; Minimum five years of combined experience with budget analysis, cost productivity analysis, and budget projection; Minimum five years of experience with enrollment management; Demonstrated recent (within the last three years) engagement in professional development regarding trends and practices in higher education administration; Demonstrated event planning experience; and, Demonstrated knowledge of specific URI policies and procedures.

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