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Position#: (PSA) ... (E)
Developed by: AV
Reviewed by: JK
Approved by: LK
Date: 07/19

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Dean, CELS/Diversity & Student Success Initiatives
DIVISION: Academic Affairs (CELS)
REPORTS TO: Dean, College of the Environment and Life Sciences
GRADE: 14
SUPERVISES: Professional and support staff, and student workers

BASIC FUNCTION:

Supervise and coordinate diversity and student success initiatives in the College and implement strategies to advance issues of access, equity and inclusive excellence. Work with students, faculty and staff on issues related to diversity, equity, inclusion, and student success to develop a vibrant and diverse community in CELS.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate support for Environment and Life Sciences students from diverse backgrounds through direct assistance and liaison work with faculty, academic advisors and university support services (Counseling Center, Career & Experiential Education, Disability Services For Students, Student Life, Talent Development, Academic Enhancement Center).

Develop and coordinate programs that leads to the success and retention of CELS undergraduate and graduate students.

Provide oversight for the CELS Living and Learning Community, and coordinate experiential learning, academic support and professional development opportunities for CELS students.

Supervise the Science and Engineering Fellows program, including budget oversight, marketing, student and faculty mentor recruitment, and professional development activities, and collaborate with other fellowship programs to promote undergraduate research opportunities.

Advise the CELS Seeds of Success student organization and advise student leadership on programming, including learning skills workshops, tutoring sessions, and academic guidance.

Review and evaluate the success of diversity, recruitment, and retention programming efforts, including tracking of student progress and degree completion.

Supervise the experiential learning coordinator and student workers (graduate and undergraduate) who are assigned to administrative duties.

Coordinate the CELS Diversity Committee and support implementation of initiatives developed by the committee. Facilitate cultural competency training for students, faculty and staff.

Support CELS faculty on diversity initiatives, including individual support, grant proposal development and referral to resources.

Contribute to the recruitment of talented, qualified applicants to the University by representing the College as needed at transfer fairs, CCRI advising events, open houses, and special events such as "Welcome Days", coordinating school visits to the College, and representing the College at readiness programs, conferences, and visits to partner institutions. Develop outreach activities/programs to promote CELS academic programs to students from diverse backgrounds and coordinate efforts to recruit students from select populations in coordination with CELS faculty and other campus units.

Assist the CELS Dean and faculty in the preparation and submission of grant proposals and reports related to the recruitment and retention of minority/underrepresented students.

Demonstrate knowledge of cultural competency through orientation and training, and academic rules and regulations, as covered by the University Manual, the collaborative processes and procedures across campus.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the College on committees, as assigned, both within and outside of CELS that are related to diversity and student success.

Assist in the CELS Scholarship award process.

Contribute to annual training of graduate teaching assistants and faculty advisors.

Participate in College commencement ceremony.

Readily provide and analyze data related to the responsibilities of the position at the direction of the Dean.

Complete other duties as assigned by the Dean of Environment and Life Sciences.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, spreadsheets, and database management software, copy and fax machines.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree; Minimum of five years of experience working in a student-related field in higher education; Demonstrated experience working with diverse student populations; Demonstrated experience developing and delivering student success and retention programs for diverse students; Demonstrated understanding of issues regarding race, culture, and ethnicity; Demonstrated commitment to inclusion efforts that address gender, physical ability, sexual preference, language, religion, and national origin; Demonstrated computer skills; Demonstrated strong interpersonal and verbal communication skills; demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to function independently and collaboratively in a complex academic environment; Demonstrated counseling skills; Demonstrated ability to solve problems creatively in a fast-paced, multifaceted environment; and; Demonstrated understanding of the role of student support services in promoting student success.

PREFERRED: Master's degree in Higher Education Administration, Student Development or a related field; and, Minimum of five years of experience working in a student-related field in higher education focused on diverse student populations.

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