

Job Code:101482
Position #: PSA (E)
Developed by: AV; DL
Reviewed by:DLJ
Approved by:..... LK
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**UNIVERSITY OF RHODE ISLAND
POSITION DESCRIPTION**

TITLE: Coordinator, Prior Learning Assessment

DIVISION: Academic Affairs

REPORTS TO: Assistant Director, UC/Transfer Resource Center

GRADE: 10

SUPERVISES: Professional staff, students, interns, graduate students, as assigned

BASIC FUNCTION:

Responsible for overseeing and administering all aspects of credit for prior learning assessment (PLA) and alternative credit programs supporting the University of Rhode Island's mission, goals, and strategic plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate, in collaboration with academic units, all Prior Learning Assessments (PLA) including, but not limited to challenge examination, credential reviews, military reviews, advanced placement, independent study and portfolio development.

Advise students seeking PLA credit.

Serve as the point of contact and resource for students, faculty, and staff with PLA related inquiries.

Collect, interpret, and report data sets on PLA credit, including a database to track and review students pursuing PLA including number of credits awarded and other key metrics.

Understand and apply university manual, policies, and curricula for consistency.

Develop and administer consistent and equitable PLA program, ensuring accessibility through clearly communicated policies and processes, including forms, web site and other communications.

Develop and administer PLA program goals and plan for ongoing assessment of PLA for continual improvement.

Administer and offer a PLA course which provides student support of portfolio development for faculty review.

Initiate programs, services and policies aligned with URI's strategic plan, which maximize collaboration between and among academic and student service departments, the URI Faculty Senate, and the office for the Advancement of Teaching and Learning, the Office of Admission, and URI Online.

Coordinate and support faculty and staff training and development for expedient PLA credit awards.

Develop and maintain relationships with and involvement in the national association CAEL, Council for Adult and Experiential Learning and ACE (American Council of Education) and other national organizations associated with PLA best practices.

Utilize and learn new technologies for maximum efficiency including but not limited to, Brightspace, PeopleSoft, TES (transfer equivalency system), WordPress, Qualtrics, Google Suite, Microsoft 365, Starfish, etc.

Communicate effectively with a wide range of contacts both within and outside the university.

Ensure compliance with FERPA and associated student confidentiality policies.

Serve as point of contact for employers, state agencies and other Rhode Island public institutions for consistent PLA credit award.

Supervise students, interns, graduate students, and professional staff as assigned

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Various office equipment which includes computers, printers, database management, and spreadsheet software; student record keeping systems.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree; Minimum three years of experience working in career, guidance, or academic advising roles in Higher Education (this may include one year of graduate work experience); Demonstrated experience and dedication to integrating issues of inclusion, equity, and social justice in your work; Demonstrated ability to work with diverse groups/ populations; Demonstrated experience working with current and aspiring college students (including adult students); Demonstrated ability to work with a wide range of students; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to collect, interpret and communicate data; Demonstrated attention to detail; and, Demonstrated ability to communicate in multiple modalities (i.e., visual, auditory, kinesthetic, tactile, etc.)

PREFERRED: Master's degree in Education, Counseling, Higher Education or related field OR Terminal degree; Demonstrated knowledge of University of Rhode Island organization, majors, policies and procedures; Demonstrated experience with URI Technology platforms including but not limited to: Brightspace, PeopleSoft, TES (transfer equivalency system), WordPress, Qualtrics, Google Suite, Microsoft 365, Starfish, etc.; Demonstrated experience with awarding credit for prior learning and transfer credits; Demonstrated knowledge of learning and career principles for adult students; Demonstrated experience working with and assessing student learning outcomes in higher education; and, Demonstrated experience working with online or distance learning (i.e. platforms, students, programs, formats.)

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