

**Job Code:.....101495**  
**Position#:(NUNC)(E)**  
**Developed by:.... BD**  
**Reviewed by: DLJ, LK**  
**Approved by:.....LK**  
**Date:..... 8/25/2021**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Associate Director, Graduate Enrollment Management

**DIVISION:** Academic Affairs (Graduate School)

**REPORTS TO:** Dean, Graduate School and Vice Provost of Enrollment Management

**GRADE:** 14

**SUPERVISES:** Support staff

**BASIC FUNCTION:**

Implement and oversee the strategic admissions policies for individual graduate programs and the Graduate School as a whole. Work closely with the Dean and Associate Dean of the Graduate School to develop graduate admissions and enrollment policy and strategy. Use customer relations and marketing strategies to enhance graduate admissions and retention. Research opportunities for strategic growth in existing and new graduate programs. Develop admissions strategies for individual graduate programs. Assist the Dean and Associate Dean of the Graduate School in the supervision of support staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Drive graduate enrollment by regularly acquiring and analyzing admission and enrollment data.

Work closely with graduate program directors to develop strategies for advertising and recruiting new graduate students.

Develop models for projecting enrollment in graduate programs and the budget implications thereof.

Increase access for student populations that are currently underrepresented in the URI graduate student body.

Report on admissions and enrollment trends to the Dean of the Graduate School, the Graduate Council, the Deans of the degree granting colleges, the Provost, and other members of the University administration.

**OTHER DUTIES AND RESPONSIBILITIES:**

Assist in the execution of Graduate School policies but serving on the Graduate School's executive team.

Assist in the management of financial aid for graduate students, including the strategic use of assistantships, fellowships, and scholarships as tools for maximizing graduate enrollment.

Assist in the orientation and training of new graduate students.

Assist in the planning and execution of the Graduate School commencement ceremony.

Maintain confidential student records in keeping with FERPA, Title IX, and other University policies.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** M.S. Degree or comparable advanced degree; Minimum of two years of experience working in undergraduate or graduate admissions, enrollment, or advising; Demonstrated experience using modern customer relationship management software and strategies in higher education; Demonstrated experience using student information systems for querying and analyzing enrollment data; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

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