

Job Code: 101498
Position #: NUNC (E)
Developed by: DL
Reviewed by: DLJ, LK
Approved by: . . . LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Summer Session/J-Term Program & Degree Completion
DIVISION: Academic Affairs (Office of the Provost)
REPORTS TO: Associate Vice President for Enrollment Management & Student Success
GRADE: 14
SUPERVISES: Professional Staff

BASIC FUNCTION:

With a focus on fostering student success and timely completion, develop, lead, and implement a full offering of summer, J-term (intersession), and other alternate terms. Ensure robust and focused efforts to promote diversity, equity and inclusion aimed at addressing the equity gap.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work closely and collaboratively with senior administration, deans, department chairs, the Director of Online Learning, the Office of International Education, the Feinstein Providence Campus, Talent Development, and faculty to develop summer, J-term and other alternate term course offerings and programs that will grow enrollment and revenue during these terms.

Analyze student completion data, identify achievement gaps and opportunities for improvement, and collaboratively develop programs and offerings to ensure robust and focused efforts to promote Diversity, Equity, and Inclusion with respect to credit attainment and timely degree completion.

Collaborate with Enrollment Services to maximize financial aid to support students enrolling in courses/programs.

Serve as a member of the Student Success Team to support timely and equitable student success, retention, and completion.

Work collaboratively with the Coordinator of Summer and J-term Program Marketing to ensure appropriate advertising to recruit a broad and diverse student registration in these summer and J-term course offerings.

Interact with faculty and develop short- and long-range plans with department chairs to secure a broad array of credited, certificate, immersion, travel and other courses and programs.

Serve as academic contact for Summer and J Term, review and support special academic purposes (drop/add/appeals).

Monitor the success and effectiveness of the programs and courses by conducting assessments of programs, analyzing enrollment trends, and developing recommendations and plans for ensuring programmatic growth of offerings and enrollments.

Continuously assess trends and needs of the marketplace for such programs, and generate reports, recommendations, and plans for addressing those needs through summer, J-term, and other alternate term courses and programs.

Develop innovative programs for non-traditional students, as well as for high school and community populations.

Oversee the budget, as well as the hiring of faculty and staff related to program offerings and services.

Develop plans for classroom capacity and registration in order to meet the enrollment demands and schedules of these courses and programs.

Provide reports and make presentations on data and trends in conjunction with enrollment and planning for the summer, J-term, and other alternate terms.

OTHER DUTIES AND RESPONSIBILITIES:

Plan for and promote the use of technology in coordinating these services.

Perform additional duties as assigned by the Provost Office.

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: Master's degree in education, management, or related area; Minimum of five combined years of experience in a higher educational setting in the areas of academic program coordination, enrollment, and student success; Demonstrated experience working with faculty in program support and development; Demonstrated experience researching and addressing equity and achievement through academic programs; Demonstrated experience writing reports and making presentations using data and trend analysis; Demonstrated budgetary experience; Demonstrated experience using data for research and assessment purposes; Demonstrated experience with computer software programs (e.g., word processing, database management, spreadsheet, research analysis tools); Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated experience working with diverse groups/populations.

PREFERRED: Doctoral degree.

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