

**Job Code: 101568**  
**Position #: (PSA) (E)**  
**Developed by: DL, JO**  
**Reviewed by: DLJ**  
**Approved by:.....LK**  
**Date: 05/08/22**

**UNIVERSITY OF RHODE ISLAND**  
**POSITION DESCRIPTION**

**TITLE:** Coordinator, Re-Enrollment

**DIVISION:** Academic Affairs (Provost Office)

**REPORTS TO:** Director, Summer Sessions, J Term & Degree Completion

**GRADE:** 10

**SUPERVISES:** Students, interns, graduate students, as assigned

**BASIC FUNCTION:**

Perform outreach to students who dropped-out/stopped-out and collaborate across the campus to foster re-enrollment and timely degree completion. Maintain a close working relationship with the Office of Enrollment Services, Academic Colleges, and other areas, ensuring conformity to the University's overall re-enrollment policies and processes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Work with Enrollment Services to create a master list and then identify target population of students who left the University for possible re-enrollment.

Create outreach strategies that include phone calls, mailing, emailing, texting, web resources and other forms.

Collaborate across the institution to create organized, supportive, structured system for re-enrollment.

Connect students to academic colleges, advising, financial aid, and other resources needed for re-enrollment.

Maintain records of outreach and re-enrollment for reporting purposes.

Once re-enrolled, check-in on students and provide referrals as needed to offices and support services.

Work with Enrollment Services to create a list of students also on a Leave of Absence and then with University Offices and Academic Colleges to communicate support in their hopeful return to the University.

Serve as a resource for students looking to re-enroll.

Understand and apply University Manual and University Policies related to advising students on re-enrollment.

Provide Academic Colleges and University leadership with progress on re-enrollment.

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

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal 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 academic advising roles in higher education; 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; Demonstrated ability to work with a broad spectrum of students; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to collect, interpret and communicate data; and, Demonstrated attention to detail.

**PREFERRED:** Demonstrated knowledge of University of Rhode Island organization, majors, policies, and procedures; and, Demonstrated experience with URI Technology platforms including but not limited to: Brightspace, PeopleSoft, Starfish, etc.

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