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Developed by:.....TW
Reviewed by:.....EF;DLJ
Approved by:.....AMC
Date:.....02/99;08/17

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, ASF College of Education and Professional Studies
(CEPS) Performance Based Admissions Program (PBA)

DIVISION: Academic Affairs (ASF CEPS)

REPORTS TO: Assistant Dean, ASF CEPS

GRADE: 10

SUPERVISES: Technical and support staff; students

BASIC FUNCTION:

Oversee the Performance Based Admissions Program in the School of Professional and Continuing Studies (SPCS) in the Alan Shawn Feinstein College of Continuing Education and Professional Studies (ASFCEPS) Office of Academic and Student Affairs on the Providence Campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee the Performance Based Admissions (PBA) program. Provide admissions review, academic advising and support services to PBA applicants and PBA students in conjunction with the Office of Academic and Student Affairs.

Review PBA applications and communicate with applicants regarding submission of application and related materials.

Coordinate and Conduct applicant interviews.

Coordinate the review of personal statements and assist the Assistant Dean with admissions decisions.

Review students accepted under PBA at the end of each term to ensure academic guidelines for PBA program have been met.

Assist in the scholastic review process by making recommendations to the Assistant Dean regarding the review of students undergoing PBA process.

Participate as a member of the college's scholastic standing committee.

Assist with recruitment plans for programs offered through the SPCS.

Coordinate adult and non-traditional student recruitment services in the SPCS within ASFCEPS.

Serve as an advocate for non-traditional students in the performance based admission process.

Gather data relating to the application and persistence of adult and non-traditional students entering through the PBA process annually, and report to the Assistant Dean.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

Work evenings and weekends as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and 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 adult education, college student personnel, psychology, or related field; Minimum three years of experience relevant to admissions and academic advising; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency with written communication skills; Demonstrated organizational skills; Demonstrated supervisory experience; Demonstrated ability to manage multiple projects; Demonstrated knowledge of software application programs; and, Demonstrated ability to work with diverse groups/populations.

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