

Class Code:.....0112
Position #:(PSA).....
Developed by:.....JR
Reviewed by:.....SG
Approved by:.....
Date:.....7/07

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, University College/Orientation
DIVISION: Academic Affairs (University College)
REPORTS TO: Dean, University College and Special Academic Programs
GRADE: 11
SUPERVISES: Professional, technical, and clerical support staff

BASIC FUNCTION:

Responsible for providing leadership in various programs supporting first year experiences. Responsible for all Orientation programs, including staff recruitment and training, program development and assessment. Provide administrative support to first year seminar courses, academic support programs, community service courses, freshman honor society, and parent support programs. Participate as an active team member with other University College staff, faculty, and students to develop programs and services contributing to University College's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Direct, staff, and oversee the orientation programs for new students and their parents.

Collaborate with University College staff to deliver support programs such as mentor selection, training and development, programs for academic skills and success (PASS), and the work of the Academic Enhancement Center.

Provide leadership in developing programs and services to create a distinctive freshman year experience, and to enhance the academic and personal development of students.

Serve as a liaison between University College and Admissions and between University College and groups offering specialized orientation programs such as those for international students, multicultural students, transfer students and the like.

Work with the Office of Institutional Research in designing mechanisms for gathering essential information about new students and communicating information about an incoming class to the University community.

OTHER DUTIES AND RESPONSIBILITIES:

Advise the freshman honor society, Phi Eta Sigma.

Provide a liaison between the University and the parents of its first year students through a variety of initiatives. Work with the Development Office in the growth and development of the Parents' Fund.

Assume other duties and responsibilities as assigned by the Dean.

LICENSES, TOOLS AND EQUIPMENT:

Excel, Word, Filemaker, Access, PeopleSoft, and other database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

The following are required: Master's degree; two years of experience directing or coordinating orientation or similar new student programs (full or part-time, graduate experience acceptable); experience in training orientation leaders; experience with first year seminar courses; college level teaching experience preferred. Evidence of the following required: excellent writing skills; creativity and the development of innovative programs; experience working with multicultural population. Also required: ability to communicate effectively verbally and in writing; ability to work harmoniously with students, faculty and staff; ability to plan and deliver programs; ability to organize, coordinate, and supervise support staff; ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others. Must be able to prepare and present detailed studies and reports, possess strong interpersonal skills, and be able to deliver oral presentations before various sized groups. Required computer skills include Excel, Word and database. Experience in research methodology highly desirable.

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