

Class Code:.....0181B
Position # (PSA)
Developed by:.....JR
Reviewed by:.....SG
Approved by:.....LK
Date:..8/88; 9/10

THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Dean, University College
DIVISION: Academic Affairs
REPORTS TO: Dean, University College and Special Academic Programs
GRADE: 14
SUPERVISES: Professional, technical and clerical support staff

BASIC FUNCTION:

Responsible for providing leadership in the area of academic advising by working with faculty and other members of the University College staff to develop services which aid in students' transition to college and persistence to graduation. Leadership in retention responsibilities such as facilitating integration of technology in advising services, training advisors in use of MapWorks, coordinating the academic standards committee for UC, supervising learning specialists who provide academic advising services for special populations, coordinating articulation agreements with other institutions, and partnering with degree granting colleges to provide appropriate curriculum review. Oversee DGC advising liaisons. Work closely with transfer advising services to ensure excellent transition to URI.

DUTIES AND RESPONSIBILITIES:

Oversee the day-to-day operation of advising services for University College. Insure appointments between students and faculty advisors are facilitated, that the policies and procedures of the college are followed (e.g. routine mailings and e-mail messaging, arranging meetings for end of term assessment of students, readmissions, transcript evaluations, NCAA review, etc.).

Direct the use of the on-line advising system, including faculty advising training and all upgrades to the system.

Orient all new faculty advisors to UC, including support of all advising service needs.

Train all advisors on use of MapWorks for student "early alert" interactions.

Coordinate services for Undeclared students, including overseeing all programming in living learning communities.

Communicate with students and family members to address all concerns regarding student success at URI for UC students.

Participate on Curricular Affairs Committee for Dean.

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Insure that the facilities for the various Student Development Offices are appropriately maintained and provide leadership in planning for the use of space and its renovation.

Hire and orient undergraduate and graduate student employees.

Review the academic status of non-matriculating students and take appropriate action.

Review all regional enrollment students.

Oversee transfer to degree granting colleges for all students. Work with the student affairs offices (other Assistant Deans) for each DGC to update transfers each semester.

Responsible for facilitating articulation agreements by having current knowledge of changing institutional requirements.

Serve as college representative to enrollment services advisory committee.

Teach URI 101.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the dean in his/her absence.

QUALIFICATIONS:

Master's degree required; Ph.D. preferred. The following are required: five years of teaching and/or advising experience; thorough knowledge of curricular requirements for all majors; administrative experience in an advising office; demonstrated skills in organizing, coordinating and supervising support staff; demonstrated strong interpersonal skills; excellent communication skills, both written and verbal; ability to interpret institutional policies, plans, objectives, rules and regulations, and communicate the interpretation to others. Must be able to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports.

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