

Class Code:.....0297B
Position #:(NUNC)...7091
Developed by:.....
Reviewed by:.....
Approved by:.....
Date:.....5/95; 6/07

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Associate Dean, Graduate School/Graduate Studies
DIVISION: Academic Affairs
REPORTS TO: Vice Provost for Graduate Studies, Research & Service
GRADE: 18
SUPERVISES: Professional, administrative and clerical support staff

BASIC FUNCTION:

Counsel, mentor and assist graduate students, including those from underrepresented populations. Oversee graduate academic programs. Coordinate training and workshop opportunities regarding graduate education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee all graduate academic programs.
Review graduate thesis/dissertation proposals and theses and dissertations.
Monitor graduate student programs of study.
Assist in graduate student recruitment.
Counsel, mentor and assist graduate students, including those from underrepresented populations.
Develop training and workshops for graduate students and graduate faculty.

OTHER DUTIES AND RESPONSIBILITIES:

Coordinate Graduate Council activities and graduate academic affairs.
Facilitate all faculty in developing and submitting grants that would include significant support for graduate students.
Assist the Vice Provost for Graduate Studies in the effective management of the Graduate School.
Perform other duties 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:

Doctorate or terminal degree required. Must be a tenured faculty member at URI, and have instructional and research supervisory work experience with graduate students, preferably including doctoral candidates. Some previous involvement in university administration, e.g., department chair, program director, director of graduate studies, chairperson of major committees, etc., preferred. This position requires that the incumbent possess the ability to communicate effectively verbally and in writing. Must be able to organize, coordinate and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills and be able to prepare and deliver oral presentations before small, medium and large groups of people. Incumbent must possess the ability to speak effectively before faculty and administrative staff members on assigned work and related subjects.

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

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