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Developed by:.....SG
Reviewed by:.....DS
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Univ College/Advising Program for
Student Athletes

DIVISION Academic Affairs

REPORTS TO: Dean, University College and Special Academic
Programs
Associate Athletic Director

GRADE: 11

SUPERVISES: Professional Staff

BASIC FUNCTION:

Responsible for the day-to-day operation of the Advising Program for Student Athletes. Coordinates services relating to academic enhancement for student athletes including orienting, advising, recognition and retention activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with the summer orientation program to insure that the needs of incoming student athletes are met.

Oversee course scheduling for new students unable to attend orientation.

Develop syllabus for and monitor instruction for sections of URI 101 designated for student athletes.

Coordinate work of two advisors for "at risk" athletes.

Select and supervise graduate assistant responsible for monitoring the progress of athletes on probation.

Supervise the collection and reporting of data such as program evaluation, student flow and the like.

Prepare the Academic Enhancement budget.

Assist in the development of studies, policies, and procedures to improve program effectiveness.

Maintain close communication with athletic directors and coaches concerning academic deadlines and decisions affecting student athletes.

Develop and assist with the Dean's List Recognition Program.

Work directly with student athletes on a daily basis on various academic concerns.

Serve as a liaison with faculty advisors, University College staff, and other appropriate academic personnel.

OTHER DUTIES AND RESPONSIBILITIES:

Work collaboratively with the advisors for "at risk" students to develop special programs or projects for student athletes as new needs and/or concerns emerge.

Collect and analyze follow-up data on students for purposes of evaluating program effectiveness and developing new strategies for programs.

Participate in searches, committees, and other assignments as requested by the Associate Director of Athletics or the Dean of University College and Special Academic Programs.

LICENSES, TOOLS AND EQUIPMENT:

Computers, printers, data base programs, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree in a field related to higher education and a minimum of five years of experience in higher education, including three years in working with student athletes, are required. This position requires that the incumbent possess the ability to communicate effectively orally and in writing, be able to organize, coordinate and supervise support and professional staff, and be able to interpret institution 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. Experience in working with computer data base programs and in managing budgets preferred. Teaching experience, preferably at the college level, and experience working with culturally diverse populations desirable.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILIT