

Class Code:0925
Position #: (PSA)...8859
Developed by:
Reviewed by:SG
Approved by:LK
Date:2/11

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, College of the Environment and Life Sciences/Student Diversity Initiatives
DIVISION: Academic Affairs (CELS)
REPORTS TO: Dean, College of the Environment and Life Sciences
GRADE: 7
SUPERVISES: May supervise staff, students

BASIC FUNCTION:

Under the direction of the Dean of CELS, facilitate recruitment, retention, and mentoring of highly qualified minority/underrepresented high school and college students in the College of the Environment and Life Sciences, including: interactions with secondary school students, teachers, and administrators; developing regional and national partnerships with higher education institutions with historically high enrollment of students from underrepresented groups; and developing and enhancing opportunities for professional engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Recruit highly qualified minority/underrepresented students (undergraduate and graduate) to the University of Rhode Island College of the Environment and Life Sciences.

Implement direct outreach activities at secondary schools, and familiarize secondary school personnel with the opportunities for minority students within the University's College of the Environment and Life Sciences.

Work closely with other colleges on campus, providing support to increase the retention rate of minority students.

Perform mentoring and advising duties for CELS minority undergraduate and graduate students.

Organize activities that lead to retention of CELS undergraduate and graduate students, including, but not limited to: recruiting, training and supervising student mentors for minority students; developing and coordinating support services such as tutoring and skills workshops for participants; placement of participants in internships and research experiences; and working with minority student organizations.

Collaborate with existing programs/initiatives to increase underrepresented student recruitment and retention.

Organize and chair a CELS Diversity Committee and represent CELS, as assigned, on URI committees related to diversity, recruitment and retention.

Assist the CELS Dean and faculty in the preparation and submission of grant proposals and reports related to the recruitment and retention of minority/underrepresented students.

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Collaborate with the University's Admission Office to encourage highly qualified minority students to attend the University's College of the Environment and Life Sciences.

Attend and participate in local and/or national meetings related to minority student affairs (e.g. Northeast Louis Stokes Alliance for Minority Programs [LSAMP]).

OTHER DUTIES AND RESPONSIBILITIES:

Assist with special events related to the college's efforts to recruit/retain minority students.

Assist in developing funding strategies to support educational programs for minority students.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software; valid driver's license and/or means of transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. Traveling from site to site is required.

QUALIFICATIONS:

Required: Bachelor's degree; 2 – 4 years of school- or community-based experience advising and/or mentoring underrepresented students; strong interpersonal skills; ability to communicate effectively, orally and in writing; computer skills; ability to travel from site to site, locally and nationally; ability to organize, coordinate, and supervise support staff, including students.

Preferred: Degree in or working knowledge of environmental and/or life sciences; experience in higher education recruiting/retention.

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