



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 11/17/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director of New Student Programs
Status: Full-time, 35 hours/week (may involve evening and weekend hours as required)
Grade: 13
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Associate Vice President of Student Services

PRIMARY PURPOSE:

Responsible for providing leadership to create a distinctive first year experience program and services. Participate as an active team member with other college staff, faculty and students, to develop new initiatives and support ongoing efforts such as learning communities, early alert systems, mentor programs, new student orientation, academic success initiatives, and other support services.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Provide leadership in developing programs and services to create a distinctive first year experience and to enhance the academic and personal development of students.
- Direct, staff and oversee all aspects of the orientation programs for new students and their families.
- Hiring and training of Orientation Leaders and transfer navigators.
- Serve as a liaison between academic departments, student success departments, Director of Faculty Advising and other key offices to create programming that best meets the needs of students while supporting their academic, social, and personal development.
- Program development and assessment.
- Management of all first year and transfer sessions.
- Supervise Graduate Aides, First Year Orientation Leaders, and Transfer Navigators.
- Supervise the Assistant Administrative Officer providing support to first year programs and orientation.
- Work with Institutional Research to design mechanisms for gathering essential information about new students and communicating information about incoming students to the college community.
- Lead the campus-wide committee on First Year Experience established to identify priorities for first year programming and recommendations for college investments.
- Work collaboratively across divisions to develop first year learning communities, first year experience courses, and related initiatives.
- Develop and expand signature mentorship opportunities for first year students.
- Conduct outreach and serve as liaison to the parents/families of first year students through a variety of initiatives.

Occasional Job Functions:

- Perform other duties and responsibilities as assigned by the Associate Vice President of Student Services.
- Work evening and weekend hours as required.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree in student personnel/higher education administration, counseling or a related field.

Experience:

Three year's successful experience in a college or university setting in work involving orientation, first year experience, leadership programs, civic engagement, or a related field.

Skills, Knowledge, and Abilities:

- Knowledge of trends, best practices, and research related to the promotion of retention and graduation.
- Demonstrated awareness of the transition needs of first year and transfer students.
- Ability to lead campus-wide First Year Experience programs and initiatives.
- Demonstrated commitment to diversity and an ability to work with a highly diverse population.
- Excellent organization and planning skills to implement multiple, concurrent projects.
- Competence in utilizing various technology applications, electronic communication, word processing, and other related functions.
- Ability to foster good working relationships with students and their families, staff, and members of the community.

PREFERRED:

- Three to five years' successful professional experience in a college setting in work involving first year experience programs.
- Experience with first year seminar courses and learning communities.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and to expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.