



## RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA  
Date created or revised: 3/15/2023  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: No  
Campus Security Authority: No

Title: Assistant Director of Academic Advising  
Status: Full-time, calendar year appointment  
Grade: 12  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports to: Director of Academic Advising

### **PRIMARY PURPOSE:**

The Assistant Director is part of the leadership team in the Office of Academic Advising and is responsible for providing leadership in the area of academic advising, working with faculty and other college staff to develop services to aid in students' transition to college and persistence to graduation. The Assistant Director supports the recommendation and formulation of policies and procedures for academic advising. More specifically, the Assistant Director serves as a liaison to academic departments, leads programming to support exploring students and students in transition, and oversees the academic standing program. Through an engaged and student-centered approach, the Assistant Director empowers students in their ability to explore their educational opportunities and achieve academic success. The incumbent plays significant leadership responsibilities for developing retention initiatives and positively impacting student persistence and will be part of the leadership team for the Office of Academic Advising

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Plan, implement and maintain facilitation and assessment of academic standing program at RIC.
- With Director, collaborate with Academic Affairs and the Records Office to ensure a timely and student-centered approach to the academic standing process.
- Collaborate with tutoring to ensure that academic support, resources and workshops are available to students placed on academic notice
- Train Academic Coaches working with students placed on academic notice
- Serve as Academic Coach for students navigating Academic Standing
- With Academic Advising leadership team, provide on-going training for advisors consistent with best practices in the field.
- Lead and facilitate academic advising programming to support students' understanding of academic advising resources, registering of classes, and exploration of academic majors
- Serve as a liaison with academic departments across the College to provide programming for exploring majors and students in transition.
- Collaborate with various offices, including but not limited to Career Development and Preparatory Enrollment Program to ensure comprehensive advising programming for all students
- Establish a peer career and advising mentor program to support exploring majors and special populations
- Advise undergraduate students in Exploring Majors, as well as special populations that the Advising Office partners with
- Support the advising team to ensure all documents and policies are up to date

- Track enrollment data and report related with advisees and advising
- Manage data and provide retention reports as requested by the director.
- Collaborate with Director of New Student Programs/Orientation, First Year Seminar and First Year Writing faculty to facilitate students' transition to college.
- Maintain awareness of changes in academic requirements and college and departmental policies.
- Serve as member of Committee on Academic Advising.

Occasional Job Functions:

- Provide next line of leadership for the Office of Advising in the absence of the Director.
- Perform other duties and responsibilities as assigned by the Director of Academic Advising

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Master's Degree in College Student Personnel, Education, or other related field.

Experience:

Minimum of 5 years of experience in academic advising.

Skills, Knowledge and Abilities:

- Demonstrated experience as an academic advisor.
- Demonstrated knowledge of student development approach and academic coaching techniques.
- Demonstrated ability to work well with college students, evidence of problem-solving ability and management skills.
- Demonstrated ability to work with a racially and ethnically diverse student population.
- Demonstrated ability to communicate effectively with others, both orally and in writing.
- Evidence of commitment to professional growth and development in academic advising field.
- Demonstrated ability to work with computer-based systems and software.

**PREFERRED:**

- Knowledge of Peoplesoft.
- Understanding of student development theory.
- Counseling and conflict de-escalation skills.
- Bilingual in English / Spanish (fluent in speaking and writing).

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental 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 which values and is committed to inclusion and 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.*