



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/14/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Assistant Director, Student Support Services
Status: Full-time, 35 hours per week, calendar year appointment (may involve evening and/or weekend work as required)
Grade: 10
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Associate Dean of Student Life

PRIMARY PURPOSE:

The Assistant Director will assist with the program development of first year advising and support services to Preparatory Enrollment Program students beginning in the transition from high school to college and ensure the effective delivery of program services. The individual will develop a system to maintain regular, consistent, and meaningful contact with PEP students in the summer prior to freshman year and throughout freshman year, as well as track student academic progress (GPA and credits completed), facilitate early alert meetings (students at risk for not meeting satisfactory academic progress or college retention requirements), and make referrals to other campus offices as needed. The Assistant Director will be responsible for developing and facilitating group sessions and meetings that are sensitive to needs of and development of college students in transition. The Assistant Director will also be responsible for engaging and maintaining contact with students beyond their first year to support the program goal of increasing retention and graduation rates for first-generation and/or low-income student populations. Assist with the implementation and delivery of program services that creates a pipeline for PEP students who demonstrate the interest and potential of advancing to a graduate degree; work in collaboration with the McNair Program to identify and support students in their desire to pursue graduate coursework.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Identify student academic and personal needs, work collaboratively with students to develop goals, provide services or make referrals designed to meet student needs, and regularly monitor student progress.
- Conduct individual and group advising meetings. Develop and maintain a comprehensive knowledge of the Rhode Island College general education program, academic requirements, as well as college policies and procedures to support student persistence.
- Maintain confidential advising notes for individual students, as well as track GPA, credits attempted, credits completed, and progress towards the completion of General Education Requirements and College Major Requirements.
- Develop and implement a system of identifying PEP students who have the interest and potential to participate in the Pre-McNair Program. Schedule info sessions and work with college faculty to coordinate academic services related to building research awareness.

- Direct all phases of the enrollment process for new PEP students, including: scheduling enrollment meetings, enrolling students in summer program classes, and monitoring first year student schedules.
- Lead the planning of the Annual PEP Summer Transition Program for incoming PEP students, of which will include supplemental instruction activities, advising, workshops, and mentoring.
- Plan and deliver an annual PEP new student orientation program in collaboration with college faculty and staff, as well as PEP mentors.
- Supervise Peer Mentors and work study students during the academic year and summer months. Train peer mentors to provide support and guidance for incoming PEP students through the transition and first year experience.
- As budgeting permits, supervise a part-time PEP advisor to assist with the enrolling, advising, and monitoring functions of the program.
- Assist with the planning and delivery of Group Advising Sessions, the Pre-College Summer Seminar Series, Math & Writing Placement Testing, First Year Experience Seminar Weeks, Writing Workshops, Annual First Year Completion Celebration, and all other program and community related events.
- Serve as consultant to faculty, staff, and student paraprofessionals regarding needs and services for the special populations served by the Preparatory Enrollment Program.
- Maintain active commitment to continued personal and professional development, as well as advocate for first-generation and low-income students.
- Collaborate and consultant with other campus offices to provide meaningful and supportive services for PEP students.

Occasional Job Functions:

- Work non-standard hours as needed.
- Perform other duties and responsibilities as assigned by the Vice President of Student Affairs.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree in Education, College Student Personnel, Counseling, or related field.

Experience:

A minimum of three years of experience in similar work settings and with similar populations, as well as professional experience providing support to students in transition and throughout the first year experience.

Skills, Knowledge and Abilities:

- Knowledge, understanding and sensitivity to issues that concern low income, first-generation students.
- Ability to work with an ethnically and racially diverse student population, including those at risk. Excellent oral and written communication skills.
- Demonstrated competency in use of contemporary computer software including word processing.

PREFERRED:

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 that 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.