



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/12/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director of the Office of Academic Support and Information Services (OASIS)
Status: Full-time (35 hours/week)
Grade: 16
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Associate Vice President for Student Services

PRIMARY PURPOSE:

The Office of Academic Support and Information Services (OASIS) provides academic services and supports designed to foster undergraduate student academic success and retention. The Director of OASIS provides leadership for the center's advising and orientation programs, as well as the supports provided through learning assistance, placement testing, and test preparation. In addition, he/she is responsible for overall supervision of academic advising for students who have not declared a major and orientation programs for first-year and transfer students. The incumbent will work in close collaboration with offices, departments, programs, faculty, and administrative units across campus to promote and enhance student success.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Develop and implement best practices to support and enhance student academic success involving orientation, academic advising, and learning assistance.
- Provide leadership for the services and programs offered by the unit, including academic advising for undeclared students, orientation for first-year and transfer students, and learning assistance services provided through the Academic Achievement Center, the Writing Center, the Mathematics Learning Center, college learning strategies, in-person and online tutoring services, placement testing, and test preparation for professional programs.
- Be knowledgeable regarding current research on student success and employ and promote new knowledge on best practices across the college.
- Work in close collaboration on coordinated student success initiatives and new-student orientation with department chairs, academic departments, deans' offices, Student Life, the Counseling Center, Residential Life, Career Development, Student Activities, the Unity Center, Athletics, Admissions, Records, Financial Aid, Disability Services, the Preparatory Enrollment Program, Learning for Life, the Coordinator of Academic Advising, Health Services, Study Abroad, and Adams Library, among others.
- Provide leadership in the formation and/or revision of policies related to student academic advising, progress, and success, and communication of such policies to the campus community.
- Promote the unit's services to students, faculty, and staff, including oversight and development of all OASIS publications and web presence.
- Supervise and evaluate, or oversee the supervision of, all professional, clerical, faculty, and student staff assigned to OASIS, and support the professional development of OASIS staff.

- Establish metrics for OASIS programming based on current research, conduct annual assessments of the various programs within OASIS, and prepare comprehensive statistical reports for the college.
- Prepare and manage the annual budget for the unit.
- Manage information and data that enhance advising and academic support efforts of the college, including service as the PeopleSoft student information system functional lead for OASIS.
- Direct the administration of the National Student Exchange (NSE) Program, including promotion to current RIC students and logistics for incoming NSE students.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Vice President for Student Success.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree in administration, counseling, guidance, or other appropriate fields.

Experience:

- Minimum of three years of full-time experience in higher education administration with emphasis on student and academic support services.
- Successful experience in academic support, advising, orientation, and/or first-year experience at the supervisory level.

Skills, Knowledge and Abilities:

- Ability to represent the unit and the college positively and effectively with prospective students, parents, faculty, staff, and the public.
- Demonstrated ability to work collaboratively with diverse constituencies across campus.
- Ability to provide strong leadership to staff.
- Ability to and to implement advising and college policies.
- Ability to communicate effectively.
- Demonstrated analytical communications and managerial skills including experience with assessment and data reporting.
- Ability to work non-standard hours as needed.

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.