Title: Coordinator, GSO/Inner Space Center (COSEE)

Division: Academic Affairs (Graduate School of Oceanography)

Reports to: Gail Scowcroft and Dwight Coleman, Principal Investigators

Grade: 13

Supervises: Undergraduate Students, Graduate Students, Outreach Scientists, Technical Staff, and Support Staff

Basic Function:

Serve as the manager for the ocean science education programs for the Inner Space Center and as the manager of the national office of the Centers for Ocean Sciences Education Excellence (COSEE). Manage marine and environmental science outreach programs. Conduct independent research in support of the creation of education materials.

Duties and Responsibilities:

Serve as manager for the Inner Space Center’s (ISC) ocean science education programs. Serve as liaison to local and national school districts.

Serve as project manager for ISC externally funded programs.

Assist the ISC directors with proposal development.

Manage the development of new exhibits for the ISC.

Responsible for developing new interpretative education initiatives for the ISC, including field programs, informal science education programs, and training programs associated with the Outreach Scientists.

Serve as the Manager of the National COSEE Office and its operations, including management of Network executive committee and National Advisory Committee business.

Assist the National Network Director and COSEE Council Chair. Responsible for organization, implementation, documentation, and reporting of all aspects of the COSEE Council, Network
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and National Advisory Committee meetings. Provide support for all COSEE working groups. Responsible for developing content for annual reports.

Assist the principal investigators and their staff in the implementation of marine science education initiatives.

Assist in the design and coordination and execution of workshops, training programs, conferences, and short courses.

Coordinate the development of content for and oversee production, utilization, and staffing of informational booth displays and printed materials to promote educational programs and projects at professional conferences, meetings, and workshops.

Assist in the dissemination of the results and products of programs.

Other Duties and Responsibilities:

Develop and manage the email marketing system for ISC Announcements.

Assist in the production of educational Internet sites, including the use of digital imaging equipment.

Licenses, Tools, and Equipment:

Personal computers, scanners, digital cameras, graphics software, statistical software, field and laboratory equipment, valid driver’s license.

Environmental Conditions:

No exposure to extreme environmental conditions. However, must be able to lead field groups over rocky outcrops, in slippery splash zones, and salt marshes.

Qualifications:

Required: Bachelor of Science degree in a marine science with a focus in marine biology; minimum of five years’ experience in marine and environmental education outreach; demonstrated experience with professional development programs for K-12 teachers; demonstrated experience in a university outreach setting; demonstrated ability to work with diverse groups of people, including groups underrepresented in math and science education; demonstrated familiarity with state and federal science education standards; demonstrated experience in developing inquiry-based activities for K-12 students; demonstrated experience in designing educational Internet sites; demonstrated organizational skills as demonstrated by the coordination and execution of large events in a university setting; demonstrated strong
interpersonal skills; demonstrated strong written and oral communication skills; demonstrated ability to organize, coordinate and supervise staff and student workers.

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