UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Center for Excellence in Explosives Detection

DIVISION: Academic Affairs (A & S: Chemistry Department)

REPORTS TO: Center Director (Principal Investigator)

GRADE: 10

SUPERVISES: Junior support staff and students

BASIC FUNCTION:

Provide general administrative direction for the Center’s research and education efforts. Act on behalf of the Executive Director in her absence. Work with the Executive Director in developing new and expanded programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with the direction of the Center’s research and education programs:

- Work closely with the Research and Education thrust areas, and provide coordination of all institutions participating in the Center.

- Serve as administrative liaison, as required, with the Department of Homeland Security, other Federal agencies, and all institutions participating in the Center.

- Liaise with appropriate Federal security officials to ensure that essential security requirements are incorporated into the design of the Center’s work programs, and Federal security requirements are met.

- Develop programs to disseminate the results of the Center’s research and education programs. Coordinate the review, production, and issue of Center reports.

- As required, organize meetings, workshops, and seminars.

- Develop K-12 educational initiatives and coordinate the summer research experience for teachers (RET) program. Work with faculty in the establishment of new University curricula among the partner Universities, including negotiation of appropriate memoranda of understanding. Coordinate educational offerings to first-responders and program managers in security-related fields.
Collaborate with other Center staff in the preparation of grant renewal requests, applications for new grants, and proposals to broaden the scope of the Center’s funding.

Liaise with financial staff to ensure budgetary compliance of the Center’s work program.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree; minimum of 3 years of experience in research or education administration; ability to organize and manage workshops, conferences, and a program consisting of multiple research topics; experience in planning and executing large projects; experience in undertaking new initiatives; strong written and verbal communication skills; experience in preparing and delivering oral briefings and written reports; strong interpersonal skills; demonstrated ability to interact with both colleagues and diverse customers; detail-oriented; ability to work effectively in a fast-paced and complex environment. Preferred: Master's degree; experience with staff management; grant writing experience.

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