THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLES: Deputy Executive Secretary UNOLS

DIVISION: Academic Affairs (Marine Programs)

REPORTS TO: Executive Secretary UNOLS

GRADE: 13

SUPERVISES: May supervise staff assigned to assist

BASIC FUNCTION:

Serve as an integral member of the UNOLS organization, assisting the Executive Secretary in all operations of the UNOLS Office at the University of Rhode Island. Support the UNOLS Chair, federal funding agencies supporting facilities for ocean science, elected officials of the UNOLS committees, as well as representatives of member institutions of the UNOLS consortium. Help set the direction and goals for the UNOLS Office and UNOLS organization, primarily through support of the elected UNOLS Council and committees. Provide lead support in creating proposal, supplements, and other university-required documentation.

DUTIES AND RESPONSIBILITIES:

Provide direct support to sea-going scientists, marine personnel at member institutions, and federal funding agency program managers.

Act on behalf of the UNOLS Executive Secretary in his/her absence in all matters relating to the UNOLS Office, including attending meetings and/or responding to requests for information.

Along with the Executive Secretary, support the UNOLS Council in all matters.

Has primary responsibility for supporting activities of the Deep Submergence Science Committee (DESSC), Fleet Improvement Committee (FIC), Research Vessel Technical Enhancement Committee (RVTEC), Scientific Committee for Oceanographic Aircraft Research (SCOAR), and the Ocean Observing Science Committee (OOSC).

Using reports submitted by operators, maintain a database of ship utilization statistics which are used for analysis of ship-use trends required by National Science Foundation, Office of Naval Research, National Oceanic and Atmospheric Administration, and other governmental entities.

Serve as editor of the UNOLS newsletter.

Assist with creating budgets and tracking financial statements. Reconcile all accounts.
Serve as Co-PI on awards from the federal agencies that support the UNOLS Office.

Assist in the organization and support of UNOLS meetings by arranging meeting locations, developing agenda, notifying members, providing travel funding to principals, assisting in conducting the meetings and providing the membership with minutes and reports of these meetings.

Provide support and coordination to the national oceanographic facilities.

Assist in the development of UNOLS policies and procedures.

Provide, upon request, information to federal funding agencies, UNOLS institutions and members, as well as to the general public.

Facilitate communications throughout the UNOLS organization. Provide lead support on the UNOLS Annual Reports and other UNOLS publications.

Assist in procurements, contracts and purchase orders. Maintain and track personnel documents for all UNOLS employees.

Maintain competency in University policies and procedures, including Cayuse, PeopleSoft, and P-Card procedures.

Provide and facilitate support for the UNOLS standing committees to include the UNOLS Council, Fleet Improvement Committee, Deep Submergence Science Committee, Scientific Committee for Oceanographic Aircraft Research, Ocean Observing Science Committee, as well additional committees as required.

Archive ship operational utilization data and create reports and analyses of data when requested. Provide GPRA reports to NSF.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

QUALIFICATIONS:

Required: Bachelor’s degree; five years’ experience in marine-related research support; demonstrated experience in the use of personal computers and database management software; demonstrated ability to understand and synthesize information and to write reports on this information in a clear and concise form; demonstrated strong interpersonal skills; demonstrated strong written and oral communication skills; demonstrated ability to organize, coordinate and supervise staff assigned to assist; demonstrated ability to work with diverse groups. Preferred: Master’s degree in Marine Affairs; experience with Cayuse, PeopleSoft, and P-Card procedures.

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