UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, NBC (OMP)

DIVISION: Academic Affairs (Graduate School of Oceanography)

REPORTS TO: Director, Office of Marine Programs

GRADE: 16

SUPERVISES: Marine Research Associates, Marine Research Specialists, Marine Research Assistants, Education Specialists, Instructors, Support Staff, Graduate Students, Graduate Students, Undergraduate Students, Teachers, Volunteers and Interns

BASIC FUNCTION:

Further the goals of the University and the Office of Marine Programs through education and outreach initiatives. Direct, develop, and design marine and environmental outreach programs. Write proposals to obtain program funding. Administer and direct the overall programs and assist in the managerial responsibilities within the office. Serve as principal liaison between the marine and environmental programs of the University and the Rhode Island education system, national organizations, and international projects. Represent OMP in the Director’s place as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Write proposals for program funding and serve as Principal Investigator on projects.

Supervise and train program staff and review their performance.

Prepare and document program budgets, contracts, and progress reports.

Direct aspects of the Office of Marine Programs independently including fundraising efforts for marine and environmental education initiatives and interaction with other university departments.

Direct the recruitment and training of outreach scientists.

Direct programs and services to RI education agencies.
Work with the director in developing and implementing short and long range planning on outreach activities.

Direct interactions of staff with the university and government agencies and funders involving marine and environmental education priorities, linkages with the research community, and outreach to K-12 education.

Interview and effectively recommend the hiring and firing of project personnel.

Direct the dissemination of the results and products of programs.

Serve as education and outreach liaison to the Census of Marine Life, a large international project with participants form over 70 countries.

Direct local, regional, national, and international education and outreach initiatives/projects including:

Rhode Island Marine and Environmental Graduate Teaching Fellows Program
The ARMADA Project
Census of Marine Life Education Activities
Discovery of Sound in the Sea Project
Discovery of Coastal Environments Project
Rhode Island/Connecticut Regional for the National Ocean Sciences Bowl
Oceanography Explorers Program
Marine Science Academy
Conference on Teacher Research Experiences
Graduate Ocean Science Courses for Educators
Rhode Island Marine Science Grade Span Expectations

OTHER DUTIES AND RESPONSIBILITIES:

Represent the Director in the Director’s absence in order to insure continued efficient and effective operation of the office.

Cultivate private donor support independently.

Direct the implementation of professional development programs for teachers, graduate students, and undergraduates.

Serve on university committees where deemed appropriate.
LICENSES, TOOLS AND EQUIPMENT:

Valid driver’s license.

ENVIRONMENTAL CONDITIONS:

No exposure to extreme environmental conditions.

QUALIFICATIONS:

Bachelor’s degree in science education with specialty in the sciences required, master’s degree or equivalent preferred. Minimum of seven years’ experience in educational outreach. Minimum of five years’ experience in scientific research as demonstrated by published manuscripts, journal articles, etc. Must have a proven track record of obtaining grant funds for marine and/or environmental education programs. Must have knowledge of federal, foundation, and private sources of potential funding. Must have designed curriculum materials. Must have supervisory experience in a university setting, and ability with diverse groups of people. Must have secondary and graduate level classroom teaching experience in the sciences. Must be familiar with the federal and state science education standards. Must have writing and speaking skills and be capable of representing the Office of Marine Programs and the University of Rhode Island with state, national, and international educational and scientific audiences.

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