Title: Director, GSO/Admin

Division: Academic Affairs (Graduate School of Oceanography)

Reports To: Dean, Graduate School of Oceanography

Grade: 18

Supervises: Professional, administrative, technical, clerical, maintenance, and other support staff, as assigned

BASIC FUNCTION:

Assist and advise the Dean of the Graduate School of Oceanography (GSO) on all matters of administration, research, personnel, facilities, finance, business management, outreach, development, strategic planning, special projects and initiatives, and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for all aspects of College administration and research programs and will act on all matters delegated by the Dean.

Research Management

Represent the Dean in day-to-day research program activities as required, including interacting with faculty, scientists, and with other GSO staff to resolve issues as they arise.

Identify and pursue funding opportunities for research and to advise the Dean on strategies to improve faculty research prospects.

Liaise with the Vice Provosts, Vice Presidents, Deans, Faculty, Staff and Graduate Students on specific research matters, such as contract development, conflicts, proposals, cooperative agreements, ensuring compliance, evaluation, and other research-related matters.

Represent the Dean and the University as a member of the corporation and member of the governing board to 501(c)3 corporations to which the College belongs, as assigned.

Interact with state, federal, and non-US funding agency representatives on behalf of the College.

Consult with representatives from other colleges concerning inter-disciplinary research efforts.
Facilitate interactions associated with the commercialization of intellectual property.

Supervise and manage non-academic personnel and their activities in the following areas: Finance, Facilities, Research Support and others as assigned.

Assist with and advise on personnel matters, such as hiring, dismissal, supervision, and space allocation.

Assist in developing a staff culture that is responsive to the established principles of the College.

Advise the Dean on the status and use of the College’s human and fiscal resources.

Provide statistics, data and reports on budget and administrative matters as requested.

Provide statistics, data and reports on research matters as requested.

Represent the Dean and the University as a member of the corporation and member of the governing board to 501(c)3 corporations to which the College belongs, as assigned.

Interact with state, federal, and non-US funding agency representatives on behalf of the College.

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Assist in developing a staff culture that is responsive to the established principles of the College.

Advise the Dean on the status and use of the College’s human and fiscal resources.

Provide statistics, data and reports on budget and administrative matters as requested.

Provide statistics, data and reports on research matters as requested.
Strategic Direction

Assist the Dean in developing College strategy and direction, such as strategic plans.

Responsible for developing, implementing, monitoring, and reviewing strategies, plans, policy, and procedures.

Identify areas of research strength for development within the faculty and recommend policies and procedures to manage and promote such areas.

Outreach and Development

Interact with sponsors and benefactors on behalf of the College.

Liaise with Senior Development Officer.

Coordinate with Outreach Directors (Sea Grant, OMP, CRC and ISC).

OTHER DUTIES AND RESPONSIBILITIES:

Participate in the R/V Endeavor Advisory Committee of the state-supported RI Endeavor Program as an ex officio member.

Represent the Dean on University committees and in professional meetings as required.

Serve as chair/member of various ad hoc faculty, college, or university committees as assigned.

Be responsible for the oversight of all grants received by the College.

Undertake and conduct any other tasks, activities, or responsibilities assigned by the Dean.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and affiliated hardware. Software (word processing, spreadsheet, presentation, graphics, and database management).

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master’s degree in science or engineering, or an MBA, or a PhD in science or engineering; minimum of seven years of progressive responsibility in
administration (e.g., scientific, research, academic, industrial, technological); demonstrated leadership ability, management and mentoring skills, and strategic planning experience; demonstrated record of and ability to strengthen interdisciplinary research activities and to foster national and international research activities; demonstrated strong interpersonal, as well as written and oral communication skills; demonstrated ability to work effectively and collaboratively with the various internal and external constituents of a large research university; demonstrated ability to develop and interpret institutional objectives, plans, policies, and procedures for others; demonstrated ability to prepare and present recommendations, reports, and proposals; demonstrated ability to organize, coordinate and supervise staff; demonstrated strong computer skills, including word processing, spreadsheets, graphics, presentation software; demonstrated vision, creativity, and resourcefulness; demonstrated strong advocacy skills coupled with institutional perspective; demonstrated ability to interact with diverse groups. **Preferred**: Demonstrated professional experience with marine infrastructure and ship operations; demonstrated professional experience interacting with and preparing materials for the media; demonstrated familiarity with database management and website administration.

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