UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, GSO/UNOLS Technical Support

DIVISION: Academic Affairs (Graduate School of Oceanography)

REPORTS TO: Executive Secretary, UNOLS

GRADE: 12

SUPERVISES: Professional, technical and other support staff

BASIC FUNCTION:

Responsible for technician recruitment, retention, and training. Responsible for managing the UNOLS relief personnel process, and for facilitating the coordination among all the various ship operators with regard to the pool of available personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Evaluate all UNOLS institutions’ technical operations in order to better understand shipboard and shore-side duties and operations.

Create a UNOLS fleet-wide system for exchange of full-time technicians.

In cooperation with the National Science Foundation’s Program Director for Ocean Instrumentation and Technical Services and the Research Vessel Technical Enhancement Committee (RVTEC) Chair, develop a training program for technicians with a focus on increasing versatility and skill level.

Work with the RVTEC Chair to develop an evaluation/certification program to evaluate technicians with regard to experience, specific technical skills, education, training and availability for both full-time and contract personnel.

On the UNOLS Web site, maintain a Web page specifically oriented to providing information to job seekers.

Work to establish a database of contract technicians not currently in the UNOLS fleet, who could sail on cruises as needed.

Visit the UNOLS institutions to discuss the implementation of the Technician Pool concept with the operators, and to assist in establishing working relationships with the Technical Managers of the fleet.

At the completion of the pilot program, present various options for the hosting of the contract technician pool at a UNOLS institution.
Evaluate ship schedules for potential problems with staffing and to recognize opportunities for increasing the technical support if necessary.

Work with UNOLS Office to conduct an accurate survey of shared-use equipment available at all UNOLS institutions.

Work with the NSF Program Manager to revise the Technical Support Proposal Guidelines.

Conduct and update a needs assessment through surveys of technicians and operators about their needs, concerns and ideas for improving working conditions.

Increase the visibility and information about jobs on academic research vessels.

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:

This position is not substantially exposed to adverse environmental conditions. Environmental conditions will occasionally include those typical of a ship underway.

QUALIFICATIONS:

REQUIRED: Bachelor’s degree in a science, with a minimum of five years of experience in managing federally-funded oceanographic programs; a strong science background which includes an extensive background in the oceanographic research field; combined experience as an at-sea technician and marine operations manager; experience dealing with marine technical issues; experience with research vessel scheduling and cruise planning; ability to maintain accurate and up-to-date records and information, using databases and information systems; detail oriented; demonstrated ability to organize, coordinate and supervise support staff; strong interpersonal skills and oral and written communication skills, with demonstrated ability to facilitate communication and cooperation among others, and to work with a diverse population; experience in posting to websites; program and training evaluation experience.

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