UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Special Assistant to the President

DIVISION: President’s Office (Research & Economic Development)

REPORTS TO: President

GRADE: N/A

SUPERVISES: Professional, administrative and support staff

BASIC FUNCTION:
Serve as special assistant to the President. Work on special projects assigned by the President. Provide the President with data to support decision-making and planning processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Manage the Federal relations process.

Manage international programs developed with Southampton and Hokkaido.

Serve as Co-chair, Science & Technology Advisory Council (STAC).

Serve as Chair, URI Research Foundation Board.

Develop the Cousteau Program with URI Foundation Executive Director for Corporate & Foundation Relations.

Serve as a member of Mystic Aquarium Scientific Advisory Board.

Investigate the possibilities of pooled fringe rates for grants with Vice President, Administration & Finance.

OTHER DUTIES AND RESPONSIBILITIES:
Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:
Personal computers, printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.
QUALIFICATIONS:

REQUIRED: Earned doctorate; Demonstrated record of scholarship and funded research appropriate for appointment as a tenured full professor in an academic department of the university; Demonstrated research vision; Demonstrated understanding of the missions of a major land grant, sea grant and urban grant research institution; Demonstrated administrative and fiscal management experience at the university level; Demonstrated leadership skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency with written communication skills; Demonstrated organizational skills; Demonstrated supervisory experience; Demonstrated familiarity with university technology transfer and federal regulations governing campus research activities; and Demonstrated ability to work with diverse groups/populations.

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