UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, GSO Business

DIVISION: Academic Affairs (Graduate School of Oceanography)

REPORTS TO: Manager, NBC/GSO Business

GRADE: 8

SUPERVISES: Supervise support staff and students as assigned

BASIC FUNCTION:

Provide personnel and budget management coordination support to the Manager, NBC/GSO Business and the GSO Dean’s Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the preparation and tracking of personnel forms, payroll operations, time approval, appointment of newly hired personnel, and other related personnel procedures. Provide initial review for correctness of documents and availability of funds. Maintain confidential personnel files.

Serve as the liaison to the URI Foundation for funds held on behalf of GSO. Update expenditure and revenue reports monthly, and prepare quarterly analysis reports for presentation to the GSO Dean. Coordinate payment documents as required.

Coordinate approval of expenditures on non-grant funds, including review for availability of funds, appropriateness of expenditure, and correctness of documents.

Compile and maintain financial reports in coordination with the Manager, NBC/GSO Business. Take primary responsibility for updates to GSO’s overhead return funds.

Coordinate annual rate submissions from GSO service centers to the URI Service Center Committee.

Disburse petty cash in coordination of the Custodian of the GSO Petty Cash fund.
Serve as Purchase Card (PCard) Department Administrator for a variety of PCard holders, as assigned.

Provide training assistance with regard to PeopleSoft functions to GSO faculty, staff, and students.

Manage funds for and oversee the procurement of office supplies and equipment necessary for the operations of the Dean’s Office.

Act as liaison, advocate and facilitator with various University offices and departments.

Promote adherence to prescribed fiscal and personnel policies and procedures.

Represent the Manager, NBC/GSO Business at meetings and activities, as appropriate.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, and word processing and spreadsheet software; online applications (PeopleSoft).

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of five years' of progressively responsible experience in business/administrative logistical support; Demonstrated knowledge of the end-user aspects of PeopleSoft Financials and Human Resource modules; Demonstrated knowledge of the University Personnel, Purchasing, and Travel Policies; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience working with internal and external University stakeholders; and, Demonstrated ability to work with diverse groups/populations.

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