

Job Code:.... 101642
Position #: (PSA) (E)
Developed by: LB; CM
Reviewed by: LK; DLJ
Approved by:..... LK
Date:.....04/28/23

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Workforce Development Training (RI-INBRE)
DIVISION: Academic Affairs (Pharmacy: Biomedical & Pharmaceutical Sciences)
REPORTS TO: RI-INBRE Principal Investigator and/or Business Manager
GRADE: 8
SUPERVISES: Graduate & undergraduate students as assigned

BASIC FUNCTION:

Responsible for coordinating and developing the activities of the RI-INBRE (<https://web.uri.edu/riinbre/>) Workforce Development Training (WDT) program from the RI Department of Labor and Training (RI-DLT), Real Jobs Rhode Island.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in organizing WDT skillset modules with faculty and graduate students.

Serve as the liaison between RI-INBRE and RI-DLT.

Support WDT program trainees by setting up summer housing, onboarding accepted participants, and assisting with program activities.

Assist in scheduling meetings, organizing professional development, conducting workshops and conferences.

Assist in preparing RI-INBRE and WDT progress reports, tracking student careers, managing program budget, and maintaining lab safety training documentation.

Ensure maintenance of program lab consumables and procure supplies for WDT program.

Assist and contribute to the renewal process of the RI-INBRE grant and the RI-DLT Real Jobs Rhode Island contract.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers, Google Workspace, database management, Microsoft 365, and Adobe Acrobat.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's Degree; Minimum two years of collaborative team project/program experience; Demonstrated experience in maintaining a budget; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills and attention to detail; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience working in a STEM field or research setting at a university or college; Demonstrated experience working with higher education faculty and students; Demonstrated knowledge of higher education financial and human resource procedures; and, Demonstrated experience working with federal, state, or local agencies.

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