

Job Code: 101740
Position#: (PSA) (E)
Developed by: DR
Reviewed by: DLJ
Approved by: LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Specialist, SEPA Grant
DIVISION: Academic Affairs (Pharmacy: BSPS)
REPORTS TO: Principal Investigator
GRADE: 7
SUPERVISES: Not applicable

BASIC FUNCTION:

Support the Principal Investigator with the management and execution of the NIH SEPA Grant. Coordinate educational activities, manage project timelines, and work closely with the team to achieve the grant's objectives. Ensure compliance with NIH guidelines and foster partnerships with educators and communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage educational outreach initiatives.

Oversee educational and community partnerships.

Foster relationships with high schools in Rhode Island, especially those primarily serving underrepresented student populations.

Monitor project progress and help create annual reports to the NIH.

Design and deliver science experiments to Rhode Island middle and high school students. Develop STEM curricula to promote science education in underrepresented communities.

Assist the progress of teacher professional development workshops and work with certified teachers among the SEPA Grant schools to demonstrate and incorporate STEM into their curricula.

Recruit and coordinate URI undergraduate near-peer mentors, computer science interns, and other participants.

Develop and coordinate procedures at partnering high schools.

Manage and direct the logistics of educational programs during the school year and summer.

Help develop evaluation tools such as surveys.

Attend conferences related to the grant objectives and present program accomplishments.

Produce and manage content for the program website.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers, database management, presentation software, and Microsoft 365.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in Pharmaceutical Science or related field; Minimum one year of research, grant, and/or pharmaceutical experience; Demonstrated experience in designing and conducting science experiments related to herbal medicines with high school students; Demonstrated experience producing annual grant reports; Demonstrated computer skills (including website maintenance); Demonstrated organizational skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations; Demonstrated knowledge of STEM education; and Demonstrated ability to work collaboratively.

PREFERRED: Demonstrated knowledge of NIH grant processes, annual reports, and SEPA grants; Demonstrated familiarity with natural products chemistry and pharmacology; and Demonstrated experience working with science teachers in Rhode Island.

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