University of Rhode Island
Position Description

TITLE: Coordinator, CYPHER Research Center

DIVISION: Academic Affair (College of Engineering)

REPORTS TO: CYPHER Center Directors

GRADE: 8

SUPERVISES: N/A

BASIC FUNCTION:

Assist CYPHER (Cyber-Physical Intelligence and Security) Center faculty members with and provide support-related services for the execution of grant-funded research endeavors by monitoring and allocating awarded funds, predicting future financial requirements, coordinating and managing CYPHER outreach projects, and doing related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work under the general supervision of CYPHER Center's Directors, adhering to established instructions and procedures.

Manage and reconcile grants and funds. Manage and track all OH accounts generated from the Center grants.

Hire and handle internal payroll such as student/postdoc/contractor hiring and faculty summer salary working on the grants.

Process all purchases, invoice vouchers, travels, and POs related to the grants. Manage PCard purchases and reconciliations.

Assist with the development, execution, and control of a budget according to established procedures and in the prediction of future financial requirements.

Coordinate and manage Center activities and projects, including but not limited to Center website, newsletters, yearly report, seminars/speakers, center social events, communicating with graphic designers. Maintain records and files. Assist in generating reports related to center activities.

Coordinate and manage outreach events sponsored either by CYPHER grants or CYPHER overhead, including but not limited to cyber-physical security workshops, AI tools for supporting student/faculty/staff members, K-12 outreach products and activities.

Exercise independent judgment in performing work.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties and related work as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers and printers; word processing, spreadsheet software. Microsoft Office and Google Suite.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum two years of business management experience; Demonstrated experience with financial management software and data visualization software; Demonstrated experience with Microsoft Office Suite and Google Suite; Demonstrated understanding of budgeting, financial forecasting, and accounting principles relevant to grant management; Demonstrated analytical and problem-solving skills; Demonstrated ability to manage multiple projects simultaneously; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations; and Demonstrated understanding of basic cybersecurity concepts.

PREFERRED: Minimum two years of business management experience in higher education; Demonstrated ability to work collaboratively with constituents (i.e., academic, industry, and community partners) on project outreach and engagement; and Demonstrated experience coordinating cybersecurity-related activities and events.

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