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Developed by:.....DC, GS
Reviewed by:LK, SG,DLJ
Approved by:..... LK
Date: 05/13; 12/20; 1/12/21

University of Rhode Island
Position Description

TITLE: Manager, GSO/Inner Space Center
DIVISION: Academic Affairs (Graduate School of Oceanography)
REPORTS TO: Principal Investigators
GRADE: 13
SUPERVISES: Undergraduate & Graduate Students, Outreach Scientists, Technical & Support Staff

BASIC FUNCTION:

Serve as the manager for the ocean science education programs for the Inner Space Center. Manage marine and environmental science outreach programs. Conduct independent research in support of the creation of education materials. Serve as principal Investigator on grant funded programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as manager for the Inner Space Center's (ISC) ocean science education programs. Serve as liaison to local and national school districts.

Serve as project manager for ISC externally funded programs.

Assist the ISC Directors with proposal development.

Manage the development of the ISC's new educational film production and exhibits.

Assist the principal investigators and their staff in the implementation of marine science education initiatives.

Assist in the design and coordination and execution of workshops, training programs, conferences, and short courses.

Coordinate the development of content for and oversee production, utilization, and staffing of informational booth displays and printed materials to promote educational programs and projects at professional conferences, meetings, and workshops.

Assist in the dissemination of the results and products of programs.

OTHER DUTIES AND RESPONSIBILITIES:

Develop and manage the email marketing system for ISC Announcements.

Assist in the production of educational internet sites, including the use of digital imaging equipment.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, scanners, digital cameras, graphics software, statistical software, field and laboratory equipment, valid driver's license.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. Must be able to lead field groups over rocky outcrops, in slippery splash zones, and salt marshes.

QUALIFICATIONS:

REQUIRED: Master's degree in a marine science with a focus in marine biology; Minimum of five years' experience in marine and environmental education outreach; Demonstrated experience with professional development programs for K-12 teachers; Demonstrated experience in a university outreach setting; Demonstrated familiarity with state and federal science education standards; Demonstrated experience in developing inquiry-based activities for K-12 students; Demonstrated experience in designing educational internet sites; Demonstrated experience coordinating and executing large events in a university setting; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations. Must have a valid driver's license.

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