

Job Code:.....100143
Position #: (PSA). (E)....
Developed by:..... LA
Reviewed by: DLJ
Approved by:.....
Date: 05/16

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Northeastern Regional Association of State
Agricultural Experiment Station Directors (NERA)

DIVISION: Academic Affairs

REPORTS TO: Executive Director (NERA)

GRADE: 9

SUPERVISES: Support Staff

BASIC FUNCTION:

Administer the Research Activity, Communications and Training Activities, Financial Management and Daily Operations of the NERA Office. Support the Association.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Research Activity Administration:

Advise the Directors of the State Agricultural Experiment Stations and their program staff on federal policies and procedures for approval of multistate projects to ensure compliance with federal guidelines. Demonstrate proficiency in and utilize the National Information Management and Support System (NIMSS) as the primary tool for managing the multistate agricultural research portfolio of the Northeast region. Ensure that multistate proposals are completed; peer reviewed and submitted in a timely manner in compliance with the policies and procedures of NERA. Provide oversight and coordinate with advisors and technical committees in submitting annual reports and mid-term reviews. Assist in development of proposals and implementation of special grants. Serve as the regional system administrator for the NIMSS database. Support the NERA Planning Grants Program including distribution of announcements, organizing reviews and managing grant funding.

Communications and Training:

Act as liaison to the program staff of the principal partner of the Land-grant community, the National Institute of Food and Agriculture (NIFA), on actions taken by the association. Distribute relevant information from a variety of sources to the NERA membership in a timely fashion. Serve as the focal point and coordinate meetings within

NERA (Executive Committee, Multistate Activities Committee, ESCOP committees where the Executive Director serves in leadership positions, regional planning committees and others as assigned). Invite and liaise with presenters for regional meetings. Maintain and update the NERA website.

Administration of the NERA Office and Support of the Association:

Oversee the day-to-day operation of the NERA office. Handle procurement of goods and services, and personnel issues including recruitment, termination and approval of timesheets for part-time staff. Process travel authorization, itinerary and hotel reservations for the Executive Director. Maintain schedule and arrange meetings for the Executive Director. Perform these activities to ensure the efficient and smooth operation of the NERA office. Develop agenda briefing materials for all meetings of NERA and provide these materials to the Directors in advance of meetings. Attend meetings of NERA and assure that the business portion of these meetings function smoothly and efficiently. In collaboration with the ED and/or the NERA Chair, ensure timely completion of actions or assignments that are taken at such meetings. Serve as the recording secretary of NERA making sure that appropriate actions are taken on all decisions of the Directors. Provide support to the ED in activities related to affairs of APLU and its various Boards and Sections. Maintain regional list serves for Experiment Station Directors, Deans of Agriculture, Academic Program Directors, and Council of Agriculture Research Extension and Teaching (CARET).

Financial Management:

Collect assessments for the NERA dues from the member stations/institutions. Track revenues and expenses ensuring NERA activities and initiatives are well-funded and operating within the approved budget. Monitor expenses related to special grants and other NERA funding. Create and process financial and other documents required to support NERA transactions. Monitor, maintain and reconcile NERA budget and expenditures. Develop association annual budget with the Executive Director.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum three years of experience in a complex administrative support position with responsibilities for operations of proprietary university administrative and financial systems; Demonstrated

ability to prioritize; Demonstrated ability to work independently; ; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational and problem solving skills; Demonstrated proficiency with MS Office Suite including Word, Excel, Access, Publisher, PowerPoint and Outlook; Demonstrated knowledge of programs of the state and federal agricultural research system; Demonstrated knowledge of higher education administration or not-for-profit setting; Demonstrated experience with event planning (e.g., secure facilities and manage details of an event such as catering, transportation, location, invitee list, audio/visual equipment, promotional material); Demonstrated ability to meet deadlines; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated ability to develop and maintain website content; and, Demonstrated ability to work with contemporary social media (e.g., Facebook, Twitter, and other online communications channels dedicated to community-based input, interaction, content-sharing and collaboration.)

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