

Job Code:.....100206  
Position#: (PSA) (E)  
Developed by:.....JS  
Reviewed by:.....LK  
Approved by:.....LK  
Date: .....08/20

**UNIVERSITY OF RHODE ISLAND  
Position Description**

**TITLE:** Assistant Director, Coastal Institute  
**DIVISION:** Academic Affairs (GSO: Coastal Institute)  
**REPORTS TO:** Director, Coastal Institute  
**GRADE:** 13  
**SUPERVISES:** Outreach Scientists, Technical Staff, and Support Staff as Appropriate, Undergraduate Students, Graduate Students,

**BASIC FUNCTION:**

Serve in a lead role in assisting the Director in the administration and management of the University of Rhode Island's Coastal Institute's research, outreach, and education efforts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In consultation with the Director, develop innovative research and outreach teams, strategic and implementation plans for research and outreach programs on subjects addressed by the Coastal Institute, including but not limited to climate change, interdisciplinary research grants, environmental disaster response, social equity and environmental management, and environmental resource management.

Serve as Coordinator for the Coastal Institute's large multi-department and multi-agency research projects including the NIEHS-funded STEEP Superfund Research Program, the Scientific Support for Environmental Emergency Response Memorandum of Agreement (MOU with RIDEM), and the Climate Response Demonstration Site Program, among others.

Oversee day-to-day operations of the Coastal Institute including the development of a comprehensive project management system, associated temporary employees and consultants, and timely submission of all required Coastal Institute federal, state, and university proposals and reporting.

Assist in the coordination of and service to Coastal Institute Senior Fellows, related support systems and events, and tracking.

Work seamlessly within the Coastal Institute's team-based management structure to ensure high level output within an ongoing multi-project environment.

Oversee the Coastal Institute's fundamental commitment to return on investment (planning, analysis, and reporting).

Serve as a spokesperson for the Coastal Institute's mission of advancing knowledge and developing solutions to environmental problems in coastal ecosystems and coordinate efforts to communicate with multiple audiences in Rhode Island and regionally with additional efforts nationally and globally including the scientific community, decision makers, and the general public.

Lead planning and coordination of Coastal Institute events and outreach efforts on a diverse range of environmental and science-based topics, including the annual Scott. W. Nixon lecture.

Responsible for the annual communication and marketing planning and lead or co-development of multi-medium product planning including printed publication, social media outreach, film, and video.

Serve as point person for development and maintenance of both the overall Coastal Institute website and research or topic specific websites leading the project management and serving as liaison with graphic and technical consultants.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Represent the Director as needed.

Perform other duties as assigned.

#### **LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, fax machines, scanners, word processing, design software, database management, browser-based, graphical and spreadsheet software.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

#### **QUALIFICATIONS:**

**REQUIRED:** Master's in Communication, Journalism, Library Science or related field; Minimum of ten years' experience in resource management or public outreach; Demonstrated general understanding of major issues in coastal zone management; Demonstrated organizational skills; Demonstrated experience coordinating and executing large events; Demonstrated experience in designing conceptual content of educational and outreach Internet sites; Demonstrated formal social media strategy training; Demonstrated experience in social media strategic planning; Demonstrated experience in creating data management and analysis tools; Demonstrated experience in the fiscal and administrative management of grants; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated proficiency in web authorizing programs and coding languages (i.e. Dreamweaver, WordPress and html); Demonstrated proficiency in design programs (i.e. Adobe Creative and Affinity suite); Demonstrated experience with print production and specifications; Demonstrated project management training and experience; Demonstrated experience with PeopleSoft; and, Demonstrated knowledge of University policies and procedures.

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