

Job Code:.....100234
Position#:..(PSA).....(E)
Developed by:.....SG; DN
Reviewed by:.....DN; LK
Approved by:.....LK
Date:10/98; 11/06; 12/17

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, Rhode Island Sea Grant College Program

DIVISION: Graduate School of Oceanography

REPORTS TO: Director, Rhode Island Sea Grant College Program

GRADE: 14

SUPERVISES: Professional, support and graduate staff as assigned.

BASIC FUNCTION:

Serve in a lead role in assisting the Director in the administration of the Rhode Island Sea Grant Program's research, outreach, and education efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In consultation with the Director, develop strategic and implementation plans as required for the Rhode Island Sea Grant College Program.

Be responsible for the timely preparation and submission of regular omnibus Sea Grant institutional proposals and proposals for special National Sea Grant competitions, including the development and distribution of requests for proposals, evaluations of pre-proposals, and the execution of a thorough peer review process. Participate in the preparation and submission of research and outreach proposals to other public and private funding sources for work consistent with and/or in support of Sea Grant efforts.

Serve as Director of Education for the Rhode Island Sea Grant College Program, and be the lead principle investigator for the Education Program, including grant writing in support of the program; Oversight of program budgets, graduate student fellowships, and undergraduate studios; Integration with other University colleges and departments as needed in support of fellowships and other activities; Annual reporting to the National Sea Grant Office (NSGO); and, Liaise with the NSG Education Network (SGEN).

Responsible for all federal, state and university required programmatic reporting, including all NOAA and Sea Grant reporting. Serve as the point person for development and implementation of the eSeaGrant software system, working with the software developer to customize eSeaGrant for RISG, development and maintenance of RISG databases, creation and implementation of the "RISG Calls" for proposals as well as synthesis and delivery of annual reporting data to the National Sea Grant Office/NOAA.

Asst Dir, RI Sea Grant College Program (PSA - 100234)
Page 2 of 2 pages

In collaboration with the Director, monitor and document the progress and impact of URI Sea Grant research, outreach, and education projects on an on-going basis.

Serve as advocate and spokesperson for the Sea Grant mission of providing unbiased information of the highest quality and integrity to help in the solution of problems involving the marine environment and its resources and help to bring together multidisciplinary teams of research and outreach specialists to develop the information needed to solve such problems.

Oversee the day-to-day operation of the Rhode Island Sea Grant Office, including the development of comprehensive project tracking systems and computer databases for Rhode Island Sea Grant. Interact as needed with the National Sea Grant Office and the Rhode Island Sea Grant Fiscal Officer for the timely submission of all required documentation regarding Rhode Island Sea Grant.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the Director of the Rhode Island Sea Grant Program as needed.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, faxes, and scanners; word processing, email, browser-based, graphical, relational database and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Ph.D. in a marine environmental science with experience in scientific proposal preparation, competitive grant proposal review administration, and follow-up grants management, OR, Master's degree in a marine environmental science with a minimum of five years' progressively responsible relevant experience; Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with administrators and technical experts from a wide variety of disciplines; Demonstrated experience as a presenter to review panels, research groups, and the public; Demonstrated knowledge of a wide range of marine environmental issues; Demonstrated supervisory experience; Demonstrated experience with electronic communication and information systems; Demonstrated familiarity with browser-based information management systems (i.e. Grants.gov and/or Grants Online systems); and, Demonstrated ability to work with diverse groups/populations.

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