

Job Code:.....100299A  
Position #: (NUNC)..... (E)  
Developed by:.....  
Reviewed by:.....SG  
Approved by:.....  
Date:.....07/04

**University of Rhode Island  
Position Description**

**Title:** Associate Dean, GSO/Research & Administration  
**Division:** Academic Affairs (Graduate School of Oceanography)  
**Reports To:** Dean, Graduate School of Oceanography  
**Grade:** 18  
**Supervises:** Professional, administrative, technical, clerical, maintenance, and other support staff, as assigned

**BASIC FUNCTION:**

Assist and advise the Dean of the Graduate School of Oceanography (GSO) on all matters of administration, research, personnel, facilities, finance, business management, outreach, development, strategic planning, special projects and initiatives, and policy. Assume responsibility for the College in the Dean's absence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for all aspects of College administration and research programs and will act on all matters delegated by the Dean.

***Research Management***

- Represent the Dean in day-to-day research program activities as required, including interacting with faculty, scientists, and with other GSO staff to resolve issues as they arise.
- Identify and pursue funding opportunities for research and to advise the Dean on strategies to improve faculty research prospects
- Liaise with the Assistant Provost and with the Vice Provost, Graduate Students, Research, and Outreach on specific research matters, such as contract development, conflicts, proposals, cooperative agreements, ensuring compliance, evaluation, and other research-related matters
- Serve as GSO's representative to the URI Council for Research, the Conflict of Interest Committee, and the Diving Control Board

- Represent the Dean and the University as a member of the corporation and member of the governing board to 501(c)3 corporations to which the College belongs, including the Consortium for Ocean Leadership, Integrated Ocean Drilling Program Management International (IODP-MI), and University Corporation for Atmospheric Research (UCAR)
- Interact with state, federal, and non-US funding agency representatives on behalf of the College
- Consult with representatives from other colleges concerning inter-disciplinary research efforts
- Facilitate interactions associated with the commercialization of intellectual property
- Provide statistics, data and reports on research matters as requested
- Supervise and manage non-academic personnel and their activities in the following areas: Business Office, Finance, Facilities, Public Affairs, Office of Marine Programs, academic support staff, and others as assigned
- Assist with personnel matters, such as hiring, dismissal, supervision, and space allocation
- Assist in developing a staff culture that is responsive to the established principles of the College
- Advise the Dean on the status and use of the College's human and fiscal resources
- Provide statistics, data and reports on budget and administrative matters as requested

***Strategic Direction***

- Assist the Dean in developing College strategy and direction, such as strategic plans
- Responsible for developing, implementing, monitoring, and reviewing strategies, plans, policy, and procedures
- Identify areas of research strength for development within the faculty and recommending policies and procedures to manage and promote such areas.

***Outreach and Development***

- Interact with sponsors and benefactors on behalf of the College
- Liaise with Senior Development Officer
- Chair the *Endeavor* Advisory Committee of the state-supported RI *Endeavor* Program
- Coordinate with Outreach Directors (SeaGrant, OMP, CI, and CRC)

**OTHER DUTIES AND RESPONSIBILITIES:**

Represent the Dean on University committees and in professional meetings as required.

Serve as chair/member of various *ad hoc* faculty, college, or university committees as assigned.

Administer Vetlesen Foundation funds on behalf of the Dean.

Chair the Endeavor Advisory Committee affiliated with the RI Endeavor Program that administers state support to the *R/V Endeavor*.

Administer all proposals submitted on behalf of the College.

Undertake and conduct any other tasks, activities, or responsibilities assigned by the Dean.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and affiliated hardware. Software (word processing, spreadsheet, presentation, graphics, and database management).

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Required: PhD degree in science, or equivalent degree; five or more years of progressive responsibility in administration (scientific, research, academic, industrial, technological); demonstrated leadership ability, management and mentoring skills, and strategic planning experience; record of and ability to strengthen interdisciplinary research activities and to foster national and international research activities; strong interpersonal, as well as written and oral communication skills; ability to work effectively and collaboratively with the various internal and external constituents of a large state university; ability to develop and interpret institutional objectives, plans, policies, and procedures for others; ability to prepare and present recommendations, reports, and proposals; ability to organize, coordinate and supervise staff; strong computer skills, including word processing, spreadsheets, graphics, presentation software, database management, and familiarity with website administration; vision, creativity, and resourcefulness; strong advocacy skills coupled with institutional perspective.

Preferred: Record of achievement and standing appropriate for a faculty appointment as a Professor-in-residence and as an Adjunct Faculty member; professional experience interacting with and preparing materials for the media.

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