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Developed by:.....
Reviewed by:.....SG
Approved by:.....
Date:.....1/00;08/7/05

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Education (GEMS-NET & Careers)
DIVISION: Academic Affairs (HSS: School of Education)
REPORTS TO: Principal Investigator, GEMSNET & CAREERS)
GRADE: 8
SUPERVISES: Clerical Support Staff, Graduate/Undergraduate
Student Workers and Teachers-in-Residence

BASIC FUNCTION:

Assist the Director/PI in the day-to-day administrative and operational functions of the Guiding Education in Math and Science Network Project (GEMS-NET). Responsible for project oversight in the absence of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

GEMNET Professional Development Project:

Develop and maintain time efficient and cost effective monitoring systems for training, schedules and materials management related to multi-district science curriculum initiative.

Maintain fiscal integrity including accounts payable and receivable and monitor internal controls over professional development budget in terms of yearly program spending targets within federal/state regulations and University policy.

Coordinate monthly accounting activities and interaction among fiscal offices of nine local school districts and the University.

Coordinate and supervise support staff (secretary and multiple student workers).

Supervise and advise the GEMS-NET project's Teachers-in-Residence.

Organize and coordinate large conferences and over 100 professional development sessions per year.

Coordinate materials support with the East Bay Materials Resource Center for over 1600 science kit uses per year.

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Serve as an outreach liaison among the key parties of the science professional development activities of GEMSNET (i.e, project director, science and engineering faculty who serve as science mentors, teacher leaders, superintendents and curriculum directors of 12 RI school districts, over 600 classroom teachers, principals of over 60 elementary and middle schools, and Teachers-in-Residence)

Prepare and monitor contractual agreements with partner districts.

Prepare cost estimates for prospective partner districts.

Organize conference and workshops related to mandatory state science assessment.

CAREERS Research Project:

Develop database for storing information on study participants, data collection, district contacts, IRB permission letters.

Develop routines and coordinate scheduling for classroom observations, videotaping, interviews, and survey data collection.

Prepare and monitor budget and authorize expenditures for the CAREERS project.

Prepare data for required NSF reporting.

Coordinate the training sessions for videographers, coders, and observers.

Maintain the project deadlines for reporting, conference paper proposals.

Organize regular research team meetings.

OTHER DUTIES AND RESPONSIBILITIES:

Prepare special studies and reports for the Director.

Assist staff in preparing grant proposals.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, and word processing, database management, spreadsheet, and graphic arts software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree or associates degree in business administration, accounting, or equally-related field required. The following are also required: three years of experience in a complex administrative support position with responsibility for budgets and program support functions, preferably in an educational, health, philanthropic, or social service environment)appropriate volunteer work may be substituted for one of the years of experience); demonstrated proficiency (MAC platform) in computing, including word processing, spreadsheet and database programming; excellent interpersonal, customer service, and analytical skills; ability to handle details accurately, and to plan, communicate effectively, both orally and in writing, and to lead work on a variety of projects; experience supervising and overseeing clerical support staff; experience organizing large and small conferences, preferably in an educational setting. Experience with change initiatives highly desirable.

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