

Job Code:..... 100473
Position #: NUNC).... (E)
Developed by:...SG; RW
Reviewed by: .. TJR; DLJ
Approved by:.....LK
Date: 4/87, 2/00, 12/10, 7/19

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Dean, Graduate School of Oceanography
DIVISION: Academic Affairs (GSO)
REPORTS TO: Provost and Vice President for Academic Affairs
GRADE: 22
SUPERVISES: Professional, administrative, and support staff

BASIC FUNCTION:

Lead and manage the Graduate School of Oceanography (GSO) with the goal of enhancing GSO's reputation as one of the premier oceanographic education, research, and outreach institutions in the world. Responsible for effective leadership and management of forward-looking research and academic programs; building a cohesive and respectful community of faculty, marine research scientists, staff and students on the Bay campus; generating new resources to maximize program quality and impact; and thoughtful and collaborative allocation of existing resources to maximize faculty, marine research scientists, staff, and student success. Lead efforts to secure external funding from public and private sources and establish a compelling vision and plan for oceanographic education and research that is relevant for the future.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Lead the process for developing and implementing a shared vision of a dynamic, productive, and robust Graduate School of Oceanography (GSO), contributing to the future well-being of humankind through the discovery and dissemination of new knowledge of the oceans and coasts. Engage the students, staff, marine research scientists and faculty to bring that vision and a collaborative community of learners and scholars on the Bay campus to fruition.

Effectively build relationships and work collaboratively with the GSO faculty, marine research scientists, staff, and students to support ongoing programs and develop and promote new initiatives that position GSO at the forefront of oceanography education and research.

Develop a vigorous program of fund-raising and external constituent development that provides critical support for GSO's facilities, education, research and outreach activities.

Lead faculty efforts to ensure contemporary, high quality, and relevant graduate programs and undergraduate curricula related to oceanography and coastal ecosystems that recruit outstanding students from throughout the nation and world. Collaborate with the respective chairs and deans of other academic programs to ensure the vitality of graduate and undergraduate oceanographic, marine, and other science and engineering programs at URI.

Facilitate and support effective and innovative teaching in the oceanographic and related disciplines.

Enhance the diversity of the GSO community and learning environment.

Ensure continuous support and improvement of the quality of academic research, education and outreach programs among faculty, marine research scientists, staff and students and incorporate innovation to advance the mission of GSO and URI.

Manage the work assignments of faculty, marine research scientists and staff to ensure equity and persistence of high academic standards; prepare tenure and promotion recommendations that reflect fair, thorough, and objective analysis and process.

Administer GSO, the Narragansett Bay Campus, ships and its science facilities, and implement a safe working environment. Provide oversight to and engage with GSO centers and affiliated entities. Coordinate with co-located, externally-funded institutional programs (e.g., NOAA, RI SeaGrant and US EPA).

Develop and implement effective and sustainable approaches to managing human, grant and fiscal resources of GSO while employing sound fiscal policy, leveraging opportunities in a strategic manner to advance the work of the School.

Provide leadership for technology transfer and economic development opportunities from GSO research outcomes.

Actively represent the University, GSO, and the Narragansett Bay Campus by developing productive partnerships at the local, state, national, and international levels, with other institutions, government agencies, and corporations.

Provide advice on marine-related matters to the President, Provost, Council of Deans, and to Government officials at the local, national and international levels. Collaborate with external Advisory Councils as appropriate.

Assist the School and its faculty, marine research scientists and centers in attracting extramural funds from government agencies and private foundations.

Implement the Narragansett Bay Campus master plan.

Direct the East Coast Oceanographic Consortium to promote new initiatives and the operations of new research vessels.

OTHER DUTIES AND RESPONSIBILITIES:

Within area of responsibility, oversee adherence to rules, regulations and procedures mandated and/or recommended by the NCAA and the University.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printer, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: An earned doctorate; Demonstrated record of scholarly, scientific or science-leadership achievement commensurate with full professor appointment in the Graduate School of Oceanography; Demonstrated human resource and fiscal management experience; Demonstrated administrative and leadership experience; Demonstrated experience in fundraising and/or securing government or private support for research, outreach, educational programs or business development; Demonstrated experience working on national and/or international committees or organizations; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated leadership on national and/or international initiatives; Demonstrated ability to anticipate, adapt to, and find opportunities in a constantly changing environment; Demonstrated record of transforming academic programs; Demonstrated ability to promote interdisciplinary learning, research, and outreach; Demonstrated ability to interact with institutional units and public groups; Demonstrated ability to make research issues and findings understandable to the public; Demonstrated understanding of marine field operations; Demonstrated record of leading marine-related research and leading and obtaining funding for major research programs; and; Demonstrated administrative experience in an academic or research setting.

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