

Position # (PSA)(E)..0474-Feb 2013
Developed by:.....JS
Reviewed by:.....SG
Approved by:.....LK
Date:.....03/04; 2/13

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, RI NSF EPSCoR Cooperative Agreement
DIVISION: Research and Economic Development
REPORTS TO: Project Director, Rhode Island's Experimental Program to Stimulate Competitive Research (EPSCoR)
GRADE: 9
SUPERVISES: Support staff and student interns

BASIC FUNCTION:

Serve as project administrator for Rhode Island's EPSCoR Cooperative Agreement with the National Science Foundation (NSF). Ensure the efficient organization of both people and resources in order to achieve the program's goals and objectives and reporting responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as point of contact for chief financial officers of collaborating institutions. Maintain integrity of sub-awards.

Be responsible, with staff support, for budget projections, purchasing, and accounting.

Be responsible for collecting data from research facilities, all partner institutions, and all participants. Compile data and analyze for report writing. Keep current with NSF templates and ways to collect data.

Help write and coordinate the submission of proposals, plans, and reports.

Keep up-to-date with NSF policies, and be responsible for communicating policies and procedures to EPSCoR staff and associated faculty and students.

Keep EPSCoR staff abreast of events and approaching deadlines.

Coordinate site visits from NSF Program Officers.

Coordinate annual evaluations by the American Association for the Advancement of Science (AAAS) and be responsible for follow-up with partner institutions.

Assist in coordinating the Summer Undergraduate Research Fellows (SURF) Conference.

Research, identify and distribute information about relevant funding opportunities and potential collaborations.

OTHER DUTIES AND RESPONSIBILITIES:

Supervise support staff and, as required, student interns.

Train and mentor new employees as needed.

Attend meetings both within and outside Rhode Island.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers (Macintosh environment), printers; word processing, spreadsheet and database management software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree with at least 3 years' experience in research administration and science education with responsibility for operations related to the management of programs; demonstrated experience in project administration (including budget projections); demonstrated strong interpersonal skills; demonstrated strength in oral and written communication skills, including the ability to effectively communicate with diverse individuals and groups; demonstrated ability to organize, coordinate and supervise support staff; demonstrated expertise in using database management, spreadsheet and word processing software, and electronic mail systems; ability to travel to meetings within and outside of Rhode Island; demonstrated experience working in a Macintosh environment.

PREFERRED: Research administration experience with responsibility for operations related to the management of federally-funded programs.

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