

Class Code:.....0513
Position #:(NUNC).....
Developed by:.....SG
Reviewed by:.....ML
Approved by:.....LK
Date:.....02/97

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Coastal Institute
DIVISION: Academic Affairs
REPORTS TO: Vice Provost for Marine and Environmental Programs
GRADE: 19
SUPERVISES: Support Staff

BASIC FUNCTION:

Direct the Coastal Institute and lead multidisciplinary efforts to bring natural and social science and engineering to bear on critical science and public policy issues for coastal systems around the world.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with University and non-University groups to develop long-range strategic plans for the Coastal Institute to apply the expertise and resources of those groups to critical coastal issues.

Develop policies, strategic partnerships and operating procedures for the Coastal Institute that will allow it to achieve its multidisciplinary and partnership goals.

Develop programs of the Coastal Institute in collaboration with faculty, researchers, staff and non-University groups.

Develop proposals for extramural funding of Coastal Institute programs in collaboration with faculty, researchers, staff and non-University groups; assist faculty with grant proposals that are part of Coastal Institute programs.

Lead selected interdisciplinary projects.

Serve as an advocate for all coastal groups within the University.

Represent the Coastal Institute and the University, especially to enhance the visibility and reputation of the Institute, in the local, national and international professional communities.

Rigorously maintain the Institute as a neutral location in which controversial issues can be both discussed and researched.

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Act in accordance with the approved mission for the Coastal Institute.

Advise the Vice Provost for Marine and Environmental Programs on coastal matters; serve as a member of the Vice Provost's staff.

Prepare an annual budget and annual report; supervise the administration of the budget, procurements and income; prepare other reports for management as required.

Supervise the staff of the Coastal Institute.

OTHER DUTIES AND RESPONSIBILITIES:

Advise other University personnel and offices on coastal matters, as necessary.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Ph.D. or equivalent degree in the natural or social sciences or engineering required. In exceptional circumstances, the position may be filled by someone lacking a formal Ph.D. degree if her/his professional accomplishments have been sufficiently recognized and honored that in the opinion of the committee she/he would qualify for the rank of full professor in an academic department. The following are also required: demonstrated success in obtaining and managing extramural funding for science and/or policy programs related to coastal issues; experience in U.S. coastal issues (additional experience in international coastal issues is highly desirable); three to five years of management responsibility for a large multidisciplinary research activity; demonstrated leadership in organizing teams of people to address coastal issues; professional achievement, as evidenced by a significant record of peer-reviewed publications or equivalent; ability to discuss, plan, organize and complete work related to both scientific and policy issues in the coastal environment with credibility and entrepreneurial spirit; demonstrated ability to promote productive communication among constituent groups, for example, natural scientists, engineers, social scientists, policy makers, user groups, the press and the general public; demonstrated ability to communicate effectively orally and in writing; ability to organize, coordinate and supervise support staff; ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to subordinates and others.

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