

Class Code.....0516
Position # (PSA)..(E)
Developed by:..JLS;SB
Reviewed by:.....SG; DLJ
Approved by:.....LK
Date:.....03/13; 08/17

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, RI NSF EPSCoR/Communication & Outreach
DIVISION: Research and Economic Development
REPORTS TO: Project Director, RI NSF EPSCoR
GRADE: 9
SUPERVISES: May on occasion supervise student interns

BASIC FUNCTION:

Serve as the communication and outreach coordinator for Rhode Island's Established Program to Stimulate Competitive Research (EPSCoR), a National Science Foundation (NSF) funded program. Serve as the Program's conduit for communication among Rhode Island's institutes of higher education, their faculty, staff, and students, and for outreach to the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the production of the program's newsmagazine, *The Current* .

Manage the Rhode Island NSF EPSCoR website. Post EPSCoR opportunities on the website and other social media, and cross-post with STAC. Coordinate/manage the public events calendar for the website.

Manage the various listservs used to send out important program-related information.

Submit program impacts to the National Science Foundation.

Collaborate with the Metcalf Institute of Marine and Environmental Reporting on outreach events.

Plan and coordinate outreach events such as the "Science Cafes," and lectures that cross-link institutions and goals.

Assist the Project Director in writing reports and proposals. Coordinate their submission.

Interface with NSF staff and promote communication.

OTHER DUTIES AND RESPONSIBILITIES:

Attend national, state, and local meetings.

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers (Macintosh environment), printers; word processing, spreadsheet software; email.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree (or advanced degree) in journalism, or related fields (e.g., communications, public relations, writing, writing & rhetoric, and English with writing concentration); Minimum three years of professional experience in communications; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to perform outreach to diverse individuals and groups; Demonstrated experience with spreadsheet and word processing software; Demonstrated experience with electronic mail systems and webpage design packages; Willingness to travel; Demonstrated experience working in a Macintosh environment; Demonstrated ability to meet deadlines; Demonstrated organizational and facilitative skills, and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Graduate degree in journalism or related field; and, Demonstrated ability to convey the added value that both higher education and research add to the economy.

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