

Job Code 100549
(NUNC) – (E)
Developed by GS
Reviewed by LK
Approved by LK
Date: June 2015

**University of Rhode Island
Position Description**

TITLE: Assistant Director, Inner Space Center

DIVISION: Academic Affairs (Graduate School of Oceanography)

REPORT TO: Associate Director and Director, Inner Space Center. Principal Investigators

GRADE: 15

SUPERVISES: Marine Research Associates, Marine Research Specialists, Marine Research Assistants, Education Specialists, Support Staff, Graduate Students, Undergraduate Students, Teachers, and Interns

BASIC FUNCTION:

Further the goals of the University and Inner Space Center through education and outreach initiatives. Assist with the direction of marine and environmental science outreach programs. Direct the development and design of hardware and software to support ISC operations and educational programming. Assist in the managerial responsibilities within the office. Serve as principal technical liaison between the ISC and local and national organizations and international projects. Represent ISC in the Director of Ocean Science Education's place as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with the direction of the Inner Space Center (ISC) informational technology activities.

Assist with proposals for program funding and serve as Principal Investigator on projects.

Supervise the development and maintenance of ISC web servers and web based infrastructure.

Supervise and train program staff.

Direct aspects of the ISC independently.

Direct the recruitment and training of outreach scientists.

Work with the director in developing and implementing short and long range planning for ISC educational outreach activities.

Direct interactions of staff with the university and government agencies and funders involving marine and environmental education priorities, linkages with the research community, and outreach to K-12 education.

Interview and effectively recommend the hiring and firing of project personnel.

Direct the dissemination of the results and products of programs.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the Director in the Director's absence in order to insure continued efficient and effective operation of the office.

Cultivate private donor support independently.

Direct the implementation of professional development programs for teachers, graduate students, and undergraduates.

Serve on university and national committees where deemed appropriate.

Direct the design and maintenance of educational internet sites.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, scanners digital cameras, graphics software, statistical software, field and laboratory equipment. Valid driver's license.

ENVIRONMENTAL CONDITIONS:

No exposure to extreme environmental conditions. However, must be able to lead groups over rocky outcrops, in slippery splash zones, and salt marshes.

QUALIFICATIONS:

REQUIRED: Master's degree in a marine science with a specialty in geological or chemical oceanography. Minimum of five years experience in marine education outreach. Minimum of five years experience in educational technology applications. Minimum of three years in scientific research as demonstrated by published manuscripts, presentations at professional society meetings, etc. Must have demonstrated experience in directing outreach programs. Must have designed marine science curriculum materials. Must have experience in a university outreach setting and have proven ability with diverse groups of people, including groups underrepresented in math and science education. Must be familiar with state and federal science education standards. Must have at sea and field experience. Must have expertise in designing and

building educational Internet sites. Experience with telepresence technology. Valid driver's license.

PREFERRED: Classroom and technical writing experience. is required.

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