

Class Code:.....0600
Position #: (NUNC) (E).....
Developed by:.....AV
Reviewed by:.....SG
Approved by:.....LK
Date:.....11/14

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Rhode Island Technology Enhanced Science Program Project

DIVISION: Academic Affairs (College of the Environment & Life Sciences)

REPORTS TO: Principal Investigator

GRADE: 10

SUPERVISES: Professional and support staff, student help and others

BASIC FUNCTION:

Coordinate and facilitate much of the day-to-day work that the Rhode Island Technology Enhanced Science (RITES) program does with district and school personnel. In addition to being the point of contact for normal project operations, the Manager will monitor accounts; assist with budget management; manage materials, and coordinate workshops, meetings, and short courses. Collaborate with faculty members, support services at Rhode Island College and URI, as well as district administrators and teachers (K-12).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and maintain efficient and cost effective monitoring systems for training, schedules and materials management related to multi-district science education initiatives.

Monitor expenditures, including accounts payable and receivables.

Monitor internal controls over professional development budget in terms of yearly program spending targets within federal/state regulations and institutional policy.

Coordinate monthly accounting activities.

Collaborate with partnership support staff.

Support RITES professional development teams, e.g., providing coordination of events and materials.

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Organize and coordinate workshops and short courses held in schools as well as partner institutions.

Serve as an outreach liaison among the key parties of the science professional development activities of RITES (i.e., project leadership team; science and engineering faculty who serve as science mentors; teacher leaders; superintendents and curriculum directors; and teachers of participating school districts).

Prepare and monitor partnership agreements with participating districts.

Prepare cost estimates for prospective activities for project planners.

Organize conferences and workshops.

Assist in complying with appropriate Institutional Review Boards.

OTHER DUTIES AND RESPONSIBILITIES

Perform other duties and responsibilities as assigned by the Principal Investigator.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree and five years of experience with budget management and project oversight, *or* a Master's degree and three years of experience with budget management and project oversight; demonstrated strong interpersonal skills; demonstrated strong customer service skills; demonstrated strong analytical skills; demonstrated ability to handle details in multiple tasks in a large-scale project in an accurate and timely manner; demonstrated strong oral and written communication skills; demonstrated advanced computer (MAC or PC platform) proficiency in word processing, spreadsheet, and database programming; demonstrated ability to work with a minimum of supervision; demonstrated ability to organize, coordinate, and supervise support staff; demonstrated ability to work with diverse groups.

PREFERRED: Familiarity with systems and procedures within multiple institutions;

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experience preparing data and writing annual reports to funding agencies; experience with federal funding regulations; experience with management systems and procedures of the partner institutions; experience collaborating on project teams; experience with organizing large and small conferences in an educational setting; experience with multi-year, large partnership projects and knowledge of K-12 educational settings, with an emphasis on middle and high schools.

**ALL REQUIREMENTS ARE SUBJECT OT POSSIBLE MODIFICATION TO
REASONABLE ACCOMMODATE INDIVIDUALS WITH DISABILITIES**