

Job Code 100661
(NUNC) – (E)
Developed by GS
Reviewed by LK
Approved by LK

**University of Rhode Island
Position Description
(as of July 1, 2015)**

TITLE: Associate Director, Inner Space Center

DIVISION: Academic Affairs (Graduate School of Oceanography)

REPORTS TO: Director, Inner Space Center and GSO Deans

GRADE: 17

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

BASIC FUNCTION:

Further the goals of the University and the Inner Space Center (ISC) by directing the development and implementation of ocean science education initiatives. Raise private support and write proposals to obtain programmatic and operational funding. Administer and direct the overall ISC ocean science education programs and direct the ocean science education team. Serve as the Executive Director of the global Consortium for Ocean Science Exploration and Engagement (COSEE)*. Serve as the Director of the Climate Change Education Partnership (CCEP) Alliance. Coordinate R/V Endeavor Broader Impact activities. Represent the ISC, COSEE, and CCEP both nationally and internationally. Build capacity of the ISC to serve undergraduate students as well as other key audiences. Represent the ISC in the Director's place as necessary. (* Note that in the 2012 job description this was an NSF funded national network. It has now evolved into an independent global organization and responsibilities have significantly increased.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Directing the development and implementation of ocean science education initiatives.

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

Administer and direct the overall ISC ocean science education programs.

Direct the ocean science education team.

Serve as the Executive Director of the Consortium for Ocean Science Exploration and Engagement (COSEE). Administering all international level activities and budgets.

Serve as the Director of the Climate Change Education Partnership (CCEP) Alliance. Administering all national level activities and budgets.

Serve as the COSEE representative to the European Union's Horizon 2020 program.

Serve on local, national and international advisory committees.

Build capacity of the ISC to serve undergraduate students through the development and administration of new programs.

Represent ISC in the Director's place as necessary.

Prepare and document program budgets, contracts, and progress reports.

Direct aspects of the Inner Space Center independently.

Direct strategic planning efforts for the ISC, COSEE, and CCEP.

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.

Direct local, regional, national, and international education and outreach networks/initiatives/projects including:

The global Consortium for Ocean Science Exploration and Engagement

The Climate Change Education Partnership Alliance

Discovery of Sound in the Sea Project

Oceanography Explorers Program

Hurricanes: Science and Society Project

International Ocean Literacy Initiative

Marine Technology for Teachers and Students Project

Development of Resources for the International Community of Underwater Sound Regulators

OTHER DUTIES AND RESPONSIBILITIES:

Represent the Director in the Director's absence in order to insure continued efficient and

effective operation of the office.

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

Develop and direct research opportunities for educators and undergraduates.

Serve on university committees where deemed appropriate.

Serve on national and international committees where deemed appropriate.

LICENSES, TOOLS AND EQUIPMENT:

Valid driver's license.

ENVIRONMENTAL CONDITIONS:

No exposure to extreme environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in science or science education with specialty in the earth sciences required, graduate degree or equivalent preferred. Minimum of ten years' experience in educational outreach. Minimum of ten years' experience in scientific research as demonstrated by published manuscripts, journal articles, etc. Must have a proven track record of obtaining grant funds for marine and/or environmental education programs. Must have knowledge of federal, foundation, and private sources of potential funding. Must have designed curriculum materials. Must have supervisory experience in a university setting, and ability with diverse groups of people. Must have secondary and graduate level classroom teaching experience in the sciences. Must be familiar with the federal and state science education standards. Must have writing and speaking skills and be capable of representing the Inner Space Center and the University of Rhode Island with state, national, and international educational and scientific audiences.

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