

Class Code:..... 0681  
Position#:(PSA).....8398  
Developed by:.....SD'H  
Reviewed by:..... SG  
Approved by:.....LK  
Date:.....3/02

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Coordinator, NBC/Astrobiology and Geochemistry Programs  
**DIVISION:** Academic Affairs (Graduate School of Oceanography)  
**REPORTS TO:** Principal Investigators  
**GRADE:** 9  
**SUPERVISES:** May supervise support staff as assigned

**BASIC FUNCTION:**

Responsible for coordinating the research budgeting and support services of the Astrobiology and Geochemistry group at the Graduate School of Oceanography, including the NASA URI Astrobiology Institute, constituting a multi-institutional, multi-million dollar effort. Manage all business and fiscal operations, including the supervision of any clerical support staff. Serve as fiscal and administrative liaison to several federal agencies. Develop protocols and systems to track current grants. Coordinate the renewal process for the research group's grants and contracts. Oversee support services provided for non-grant-related activities, such as teaching and faculty and staff community service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Coordinate and oversee incremental funding for the NASA Astrobiology Institute (NAI), which is a multi-year and multi-institutional research project.

Serve as official liaison for NAI and assist in the informational technology events between URI and other NAI teams.

Coordinate and manage NAI sub-awards.

Interpret and apply rules, policies, and regulations pertaining to State and Federal funding agencies.

Provide and interpret income and expense analyses.

Utilize Web-based reporting and grant submittal systems.

Coordinate and initiate the renewal process for research grants and contracts.

Assist in all phases of proposal preparation and procurement activities.

Prepare correspondence to various funding agencies, both written documentation and verbal communication.

Develop protocols to monitor research grants and to predict future financial requirements.

Reconcile monthly financial statements using on-line Web-based financial reporting systems.

Assist in the preparation of scientific publications and technical reports.

**OTHER DUTIES AND RESPONSIBILITIES:**

Prepare and assist in all phases of domestic and foreign travel arrangements.

Initiate and prepare various personnel action forms.

Additional 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:**

Bachelor's degree and at least three years of business management experience required, preferably in a research setting at a university, college, or government agency. The following are required: previous experience in budget preparation, personnel management, and income and expense analysis; experience managing federal research grants and contracts; demonstrated proficiency with Microsoft Excel, web-based reporting, word processing and electronic mail systems; ability to prepare and deliver oral and written reports; ability to handle details accurately and to plan, communicate, and carry out large financial projects, undertake new initiatives, and work in a fast-paced and often complex environment; ability to communicate effectively verbally and in writing; strong interpersonal skills. Experience managing research grants in a state facility, experience with NASA, NSF and NOAA proposal guidelines and procedures (e.g., experience with Fastlane), and working knowledge of RI State regulations and guidelines, coursework in accounting and Earth science, and graduate coursework in public administration preferred.

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