

Class Code:0687
Position#:NUNC...9277
Developed by:.....SG
Reviewed by:.....KH
Approved:.....LK
Date:.....8/02

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Programs/GSO, Archaeological Oceanography
DIVISION: Academic Affairs (GSO: Archaeological Oceanography)
REPORTS TO: Professor of Oceanography
GRADE: 13 (\$31,255-\$80,265)
SUPERVISES: Technical and support staff

BASIC FUNCTION:

Responsible for financial resources of the Institute for Underwater Archaeology (IUA). Ensure that funding exists to accomplish all projects associated with IUA, the Inner Space Center and its President/Director, including for expeditions, capital projects and operations, and staffing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Establish and maintain strong relationships with, and author and submit proposals and reports to, federal agencies, foundations, corporate foundations, other organizations and individuals to support the activities of IUA, the Inner Space Center, and its President.

Advise the PI for archaeological oceanography research on matters related to research development and extramural funding.

Develop and implement plans for increased contacts with funding agencies, including the visiting of agencies and organizations for the presentation of proposal ideas.

Responsible for researching and efficiently distributing information about extramural funding opportunities to faculty and staff.

Coordinate with the University's development office through its representative at GSO.

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Create and maintain programs that provide opportunities for donors, sponsors, VIPs, and media to visit field programs. Provide pre-expedition and on-site logistical support for visitors.

Work closely with the Manager of Operations/NBC, Archaeological Oceanography to develop proposal budgets, to integrate VIP site visit program into expedition planning, and to provide financial resources for expeditions.

Create and execute financial plans and reports. Work with the GSO business office to manage funding accounts.

Sign purchase order requests and check requests. Has signature authority in absence of IUA President.

OTHER DUTIES AND RESPONSIBILITIES:

Perform all other duties as assigned by supervisor.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree; minimum of 5 years of experience in fund raising and financial resource management; experience in writing and managing research grants and contracts; demonstrated ability to coordinate interdisciplinary teams; 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 work independently and to handle details accurately; ability to plan, communicate, and carry out large financial projects, undertake new initiatives, and work in a fast-paced and often complex environment; excellent organizational and interpersonal skills.

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