

Job Code:.....100919
Position#: (PSA) . (E)
Developed by:.....SS
Reviewed by:.....SS
Approved by:.....LK
Date:.....02/16

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist I, Education (GEMS-NET Project)
DIVISION: Academic Affairs (HSS: School of Education)
REPORTS TO: Director/Principal Investigator
GRADE: 10
SUPERVISES: Supervise student workers and others as assigned

BASIC FUNCTION:

Work with the Director of GEMS Net, other GEMS Net staff, the collaborating public school teachers and administrators, the volunteer scientists, and other URI project participants to ensure the project's mission is effectively carried out. Assist in planning and organizing events and provide educational support for the events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan for and provide professional development for in-service teachers in grades Pre-K-8.

Support teacher development through classroom coaching, planning sessions, and presenting at public school faculty meetings.

Collect and enter all data in designated databases, including program evaluation and tracking information for prospective, current, and previous teacher and principal participants.

Assist in evaluating all program activities and events, providing summaries and recommendations.

Create and maintain calendars for programs requiring regular communication with GEMS-Net staff and partners.

Collaborate with colleagues from the School of Education to ensure GEMS-Net supplies the University with appropriate documentation.

Maintain and organize all program processes, including corresponding with district administrators and teachers, and organizing all partnership information.

Plan and organize program events and special projects, including set up and breakdown, flyer creation, event registration, and other relevant tasks.

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In addition to using flyers and brochures, support program marketing through the Web and other outlets.

Plan and organize program events and special projects, including set up and breakdown, flyer creation, event registration, and other relevant tasks. In addition to using flyers and brochures, support program marketing through the Web and other sources.

Assist in building and maintaining the GEMS-Net website, finding informative resources, and updating the pages.

Interact with scientists, volunteers, students, and partners through a variety of program activities.

OTHER DUTIES AND RESPONSIBILITIES:

Assist staff in preparing grant proposals.

Research and make recommendations about pre-school and other new programming.

Perform other related tasks as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, and word processing, database management, spreadsheet, and graphic arts software. MS Office; FileMaker.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in Education or related field; Minimum five years of classroom teaching experience; Demonstrated ability to work independently; Demonstrated experience with MS Office and FileMaker; demonstrated strong interpersonal and communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations; Demonstrated ability to multi-task in a fast-paced work environment; Demonstrated professional experience planning and organizing events; Demonstrated ability to work on special projects with prescribed deadlines; Demonstrated customer service skills; Demonstrated analytical skills; and, Demonstrated supervisory experience.

PREFERRED: Demonstrated understanding and conveying the work of GEMS-Net; and, Demonstrated teaching experience at multiple grade levels, including both early childhood and elementary grades.

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