

Class Code....1224  
Position: (NUNC) (E)  
Developed by:TCM,KM  
Reviewed by: RB, LK  
Approved by:.....LK  
Date.....12/2016

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

**TITLE:** Associate Director, GSO/COE Ocean Exploration Program  
**DIVISION:** Academic Affairs/GSO  
**REPORTS TO:** Director, GSO/COE (Faculty Member)  
**GRADE:** 14  
**SUPERVISES:** Professional and support staff

**BASIC FUNCTION:**

Serve as Center for Ocean Exploration (COE) representative on the Dean's Staff and report to the Director of COE. Support major ocean exploration initiatives including strengthening the interdisciplinary integration of oceans into university-wide academics, research, education and outreach. Provide leadership in the establishment and operation of a Coastal and Ocean Exploration Cooperative Institute. Support fund-raising efforts for GSO and COE. Expand undergraduate ocean exploration course opportunities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Coordinate meetings, mediate involvement and strengthen the core of college partnerships across the university to build upon the initial group consisting of: GSO, the College of Engineering, the Harrington School of Communications and the College of Environment and Life Science to sustain an integrated ocean university approach to academics, research, education and outreach. Activities should include, but not be limited to pursuit of the following:

In conjunction with the GSO Associate Dean of Academic Affairs, seek to advance more marine courses to the University's undergraduate offerings. Work with present faculty members to create and offer new courses/degrees to produce undergraduate and masters level students who learn skillsets for working with the latest and projected ocean exploration technologies (e.g. operating ROVs and UUVs).

Collaborate with the Narragansett Bay Campus stakeholders to design public/private fundraising efforts in support of GSO and COE priorities year-to-year. Participate in annual and major gift fundraising activities as

outlined or directed by GSO/COE with specific focus on private companies that are employing users of cutting-edge ocean exploration technologies (e.g. companies employing ROV and UUV operators and scientists/researchers building new vehicle systems).

Participate as part of a stakeholder group to support the COE Director in implementing strategic initiatives to ensure the long-term sustainability of ocean exploration operations. Assist with refining and defining organization responsibilities and participation in these efforts to include collaboration with external partners to define organizational responsibilities.

Work with URI researchers and oceanographic community to propose and secure funding for ocean exploration projects, as well as graduate and undergraduate educational programs that support the mission of COE. Lead projects as appropriate.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform related duties as required.

**LICENSES, TOOL AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions for the majority of the position, which is based on land.

**QUALIFICATIONS:**

**REQUIRED:** PhD in oceanography, geophysics or related technical oceanographic field; Minimum five years of progressively responsible experience involving ocean exploration research, outreach and/or administration; Demonstrated strong interpersonal and oral communications skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

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