

Class Code:.....1247
Position #: (PSA). (E)....
Developed by:..... RL
Reviewed by: DLJ
Approved by:.....LK
Date: 07/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, URI Superfund Research Program Center
"STEEP" (Sources, Transport, Exposure and Effects of
PFASs)

DIVISION: Academic Affairs (Graduate School of Oceanography)

REPORTS TO: STEEP Center Director

GRADE: 9

SUPERVISES: Students

BASIC FUNCTION:

Administer the research, communications, outreach, and student training activities, financial management and daily operations of the URI STEEP (Sources, Transport, Exposure and Effects of PFASs) P42 Superfund Research Center. Assist the center director with day-to-day oversight and coordination activities in support of the projects and cores as well as the administrative core.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Research Activity Administration:
Provide oversight and coordinate with Director, co-Director and core/project leaders in submitting annual reports. Assist in development of proposals and implementation of special grants. Oversee adherence to STEEP's Data Sharing Plan and lead its implementation and reporting back to the National Institute of Environmental Health Sciences (NIEHS). Support the STEEP Administrative, Training, Community Engagement and Research Translation activities including distribution of announcements, and managing grant funding.

Communications and Training:
Assist center director and co-director by acting as liaison to the program staff of the NIEHS when required. Distribute relevant information from a variety of sources to the STEEP members in a timely fashion. Serve as the coordinator of requested or required meetings between and among the cores. Support STEEP faculty and trainees, relevant activities, laboratory rotations, including travel authorizations, timely reminders, and fiscal support. Invite, coordinate and support presenters for STEEP-related seminars, workshops, and meetings. Post material to the STEEP website.

Administration of the STEEP Office and Support of the Center:

Oversee the day-to-day operation of the STEEP office. Respond to general inquiries regarding STEEP or ensure that such inquiries are forwarded to the appropriate party. Process travel authorization, itinerary, and hotel reservations for the Directors, external advisory board members, and STEEP attendees to the annual NIEHS SRP meeting. Maintain schedule and arrange meetings for the Director(s). Handle procurement of goods and services related to the STEEP and its Administrative Core. Develop agenda briefing materials for all STEEP Center meetings and provide these materials to the Director and co-Director in advance of meetings. Attend meetings of STEEP, its internal and external advisory board meetings and ensure that the business portion of these meetings functions smoothly and efficiently. Organize meeting rooms, refreshments, conference calls, internet surveys, and maintain a password-protected calendar of all activities to-be/or completed. In collaboration with the Director, ensure timely completion of actions or assignments that are taken at such meetings. Serve as the recording secretary of STEEP to ensure that appropriate actions are taken on all decisions of the Director. Provide support to the Director in activities related to affairs of STEEP, its advisory committees and NIEHS and complete other duties as assigned to ensure the efficient and smooth operation of the STEEP office and overall project.

Financial Management:

Oversee and monitor overall STEEP budget. Work with department fiscal managers and core leaders to assess spending, generate quarterly finance reports, and forecast future spending. Track revenues and expenses as managed by the SRGAs associated with each project/core to ensure that STEEP activities and initiatives are operating within the approved budget. Monitor expenses related to special grants and other STEEP funding and ensure spending is in line with grant requirements. Create and process financial and other documents required to support STEEP transactions. Monitor, maintain, and reconcile overall STEEP budget and expenditures as overseen by each project/core. Work with URI Research Office, co-PI/Senior Personnel, colleges, and STEEP partners as necessary to prepare annual budget and reports as required by NIEHS. Work with Director in preparing new proposals, budgets, modifications, and extensions as related to STEEP.

This position involves some travel and after-hours events and work-sessions.

OTHER DUTIES AND RESPONSIBILITIES:

Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computer, printer; word processing, database, web applications, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum three years of experience in a complex administrative support position covering either proprietary administrative/financial systems or project management; Demonstrated ability to prioritize; Demonstrated ability to work independently; Demonstrated proficiency in written communication skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated organizational skills; Demonstrated experience with Google, MS Office Suite (Word, Excel, PowerPoint) and web applications; Demonstrated knowledge of higher education, government or not-for-profit setting; Demonstrated experience with event planning (e.g., secure facilities and manage details of an event such as catering, transportation, location, invitee list, audio/visual equipment, promotional material); Demonstrated problem solving abilities; Demonstrated ability to work with minimal supervision; Demonstrated ability to work in a deadline-driven environment; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated ability to work with social media to support communication and engagement activities. Working knowledge of posting information to websites; and, Demonstrated experience working in higher education and/or a science-based research and outreach environment.

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