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Developed by:.....SO, LS  
Reviewed by:.....SG;DLJ  
Approved by:.....LK  
Date:.....04/11;08/17

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Coordinator, Coastal Resources Center (CRC)  
**DIVISION:** Academic Affairs (Graduate School of Oceanography) (GSO)  
**REPORTS TO:** Assistant Director, Coastal Resources Center  
**GRADE:** 9  
**SUPERVISES:** May supervise support staff and students as assigned

**BASIC FUNCTION:**

Coordinate GSO's Coastal Resources Center (CRC) activities, including: research, budgeting, financial reporting and administrative support services of various major governmental, private, foundation and other donor-funded research and development programs. Oversee comprehensive coordination of the Coastal Institute trainings **and** Ambassador Programs. Oversee financial and administrative support for center wide transactions. Hire and supervise students working on projects and also students working on general administration tasks. Oversee support services provided to graduate students funded by the CRC. Lead the USAID trainet program (this includes processing and securing visas for international students attending URI, training in-country partners, and extensive monitoring with partners.)

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Work closely with the Center's directors, technical and professional staff on a variety of duties that include, but are not limited to, the following:

Financial and administrative management of several multi-year government funded projects. This includes processing and managing sub awards (payments, budget, and close-out); assisting with annual budgets; processing awards and managing awards (including expense monitoring) through the URI system. Process monthly invoices and clearing of advances.

Oversee monthly financial reports for multiple projects. Review, interpret and analyze monthly spending and compare against budget. Prepare quarterly accruals, end of year and end of project financial reports to donors.

Travel one or two times a year to regional and international project offices to review finances, standard operating procedures, administrative policy and systems, participate in work planning, and perform mid-year reviews. Train URI and non-URI project staff on protocols, review of policy and procedures, etc.

Human Resources functions, including: participation in CRC search committees (including required trainings), as requested; assistance in advertising, hiring of URI and non-URI project staff; mentoring/orientating administrative and finance staff; advertising; hiring and supervising students; processing Graduate Assistantships; processing faculty and internal payroll contracts; processing and managing personal service contract.

Manage CRC's trainet policy at home office and office(s) abroad. Train in-country staff, CRC staff and review trainet data and reports regularly for USAID updates. Process all trainet J-1 visas. Review trainet and revise CRC policy, as needed.

Manage and implement CRC's Ambassador Program for visiting scholars, visitors, guests, and students including: processing of visa, pre-departure orientation and arrival orientation lodging, meals and transport from home country to URI.

Manage CRC's intern and volunteer program.

Manage travel for Center, guide international travelers (University and non-University travelers) in review of CRC travel policy and best practices; manage CRC's travel policy; prepare and assist in all phases of domestic and international travel as needed. Coordinate all related logistics, including, but not limited to: lodging, meals, ground transport and daily logistical schedules, etc.

Coordinate logistics for US-based study tours in RI and throughout US. This includes obtaining visas, pre-departure and arrival orientations, lodging, transport, health and accident insurance and ground transport.

Assist in the preparation of budgets and supporting documents for proposals and related submission.

Centerwide and project purchasing and procurement of supplies and equipment. Responsible for coordinating quotes, RFQ's RFP's, working with suppliers, etc. Coordinate CRC space, building maintenance and repair.

**OTHER DUTIES AND RESPONSIBILITIES:**

Travel, including international, two to three times annually to field sites.

Additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum five years of business management experience; Minimum five years' experience coordinating short and long term training events with international participants and attendees; Minimum five years' experience working with USAID Trainet Policy; Demonstrated experience with USAID cooperative agreement guidelines and procedures; Demonstrated experience in designing and maintaining a US and international volunteer program; Demonstrated experience coordinating US and international travel, including processing US visas and international visas; Demonstrated experience in budget preparation and income/expense analysis; Demonstrated project and personnel management experience; Demonstrated experience managing federal international research grants and contracts; Demonstrated ability to work in a fast-paced and deadline-driven environment; Demonstrated experience with Microsoft Suite, web-based reporting, and e-mail; Demonstrated ability to prepare and present reports; Demonstrated organizational skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience researching new funding opportunities; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Minimum five years of business management experience in a research setting at a university, college, or government agency; and, Demonstrated knowledge of RI State regulations.

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