

Class Code.....1257
Position #: (PSA) . . . (E)
Developed by:..... JWP
Reviewed by:..... DLJ
Approved by:.....LK
Date:.....08/17

**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: Assistant Director, Office of Marine Programs (OMP)

DIVISION: Graduate School of Oceanography Dean’s Office

REPORTS TO: Director Office of Marine Programs (OMP)

GRADE: 13

SUPERVISES: Professional staff

BASIC FUNCTION:

Work with the Director and GSO Dean’s Office to administer the education, outreach and marketing efforts for the University of Rhode Island’s Graduate School of Oceanography.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Support the development of long-range strategic plans for ocean science education and outreach activities applying the expertise and resources of those groups critical to ocean/coastal/marine environmental issues.

Assist in managing the activities of the Office of Marine Programs (OMP) to accomplish the education and outreach goals as determined in conjunction with the Dean, Senior Staff, Faculty, Marine Research Scientists, and Students.

Coordinate efforts to address/educate multiple audiences in Rhode Island and worldwide, including the scientific community and decision makers, teachers and students, and the general public on ocean science issues & GSO activities.

Manage and supervise the following programs & events: 1) **Narragansett Bay Classroom (NBC)** – Oversee planning and professional staff support for the NBC including the NBC Coordinator to provide support Outreach Scientists (generally GSO Graduate Students). Develop programs and field trips for Rhode Island schools and youth groups, and an international summer camp program; 2) **Annual Charles**

and Marie Fish Lecture in Oceanography – Identify and coordinate topical speakers, provide logistical support, develop marketing and advertisement to maximize attendance, and liaison with the Fish Family representative; 3) **Teacher at Sea Program** – Oversee and manage the Rhode Island Teacher-at-Sea Program to offer RI teachers the opportunity to sail aboard the Research Vessel (R/V) Endeavor on cruises led by chief scientists from GSO and other institutions; and, 4) **GSO Open House / “Endeavor Day”, Friends of Oceanography events, and other outreach/fundraising events.**

Publications – As directed by the Dean’s Office, oversee and manage the planning, design, development and distribution of publications, newsletters, brochures, websites, social media, or other documents/communications to support attainment of GSO goals and objectives. This includes: 1) **Content Creation** – develop, research, write, and edit articles, outreach materials, social media posts, and online content. Topics may include newly published research in scientific journals; commentary on topical issues; background information on GSO activities; profiles of researchers, students and other members of the GSO community; 2) **Traditional Publications**– oversee the production of Onboard GSO magazine, the GSO Annual Report and other ad hoc brochures and marketing materials; 3) **Website & Social Media** – manage the GSO website so that it accurately presents the organization and its work to the outside world in an exciting way; develop & implement a coordinated social media strategy in partnership with GSO entities.

Media Relations – Establish relationships with the local, regional and national news organizations to promote GSO activities.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other Duties as Assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, graphic design/development programs, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor’s degree; Minimum of five years developing, marketing and executing education, outreach, and/or marketing programs; Demonstrated organizational skills; Demonstrated supervisory experience; Demonstrated experience with word processing, spreadsheets and graphics; Demonstrated experience with presentation software and website creation; Demonstrated critical

and creative thinking skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree; Demonstrated experience in ocean science or marine environmental programs; Demonstrated experience working with scientists and journalists; Demonstrated experience working with educators and students; and, Demonstrated experience implementing digital media engagement strategies.

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