

Class Code:.....1259  
Position #: (NUNC)... (E)  
Developed by:..... AMC  
Reviewed by: ..... DLJ  
Approved by:.....AMC  
Date:. . . . .09/17

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

**TITLE:** Special Assistant to the President  
**DIVISION:** President's Office (Research & Economic Development)  
**REPORTS TO:** President  
**GRADE:** N/A  
**SUPERVISES:** Professional, administrative and support staff

**BASIC FUNCTION:**

Serve as special assistant to the President. Work on special projects assigned by the President. Provide the President with data to support decision-making and planning processes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage the Federal relations process.
- Manage international programs developed with Southampton and Hokkaido.
- Serve as Co-chair, Science & Technology Advisory Council (STAC).
- Serve as Chair, URI Research Foundation Board.
- Develop the Cousteau Program with URI Foundation Executive Director for Corporate & Foundation Relations.
- Serve as a member of Mystic Aquarium Scientific Advisory Board.
- Investigate the possibilities of pooled fringe rates for grants with Vice President, Administration & Finance.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Earned doctorate; Demonstrated record of scholarship and funded research appropriate for appointment as a tenured full professor in an academic department of the university; Demonstrated research vision; Demonstrated understanding of the missions of a major land grant, sea grant and urban grant research institution; Demonstrated administrative and fiscal management experience at the university level; Demonstrated leadership skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency with written communication skills; Demonstrated organizational skills; Demonstrated supervisory experience; Demonstrated familiarity with university technology transfer and federal regulations governing campus research activities; and Demonstrated ability to work with diverse groups/populations.

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