

Job Code:.....101410  
Position #: (NUNC).... (E)  
Developed by:..... JP  
Reviewed by: ....LK; DLJ  
Approved by:.....AMC  
Date: . . . . . 10/19

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

**TITLE:** Director, OOIFB Administrative Support Office  
**DIVISION:** Academic Affairs (GSO)  
**REPORTS TO:** GSO Director of Administration  
**GRADE:** 15  
**SUPERVISES:** Support Staff

**BASIC FUNCTION:**

Direct the Ocean Observatories Initiative Facility Board (OOIFB) Administrative Support Office at URI and support the OOIFB Chair, Facility Board, and OOIFB committee members. Coordinate the OOIFB's activities through arranging meetings (in person and virtual) and maintaining a central point of contact for the organization. Manage the fiscal and operational support for the activities in which OOIFB contributes to the oceanographic community. Respond to tasks and inquiries from the federal sponsor. Provide overall direction, coordination, and management for the OOIFB Administrative Support Office and its projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Support activities of the OOI Facility Board, its committees and the OOIFB organization. Coordinate meetings by arranging venues, develop the agenda, notify participants, assist in conducting the meetings and provide the minutes and reports of these meetings.

Respond to project tasking and information requests from the National Science Foundation (NSF).

Facilitate communications throughout the OOIFB organization.

Maintain a website that disseminates information to the science community, federal representatives, OOI facility operators, and general public concerning ongoing activities, policies, planning, and accomplishments of the OOIFB.

Support development of OOIFB positions and policies.

Coordinate contract and provision of special services to support OOIFB activities.

Participate in OOI Science Oversight Committee (SOC) meetings.

Work with the OOIFB to support community workshops to engage the OOI user community. Assist with the agenda, announce the events, coordinate presentations, and assist with all on-site arrangements.

Maintain a record of all OOIFB Action Items and track the actions to completion.

Prepare an annual report, work plan, and budget. Supervise the administration of the budget and procurements.

Supervise the staff of the OOIFB Administrative Support Office.

**OTHER DUTIES AND RESPONSIBILITIES**

Perform other duties as required.

**LICENCES, TOOLS, AND EQUIPMENT:**

Personal computers, printers, scanners, projector, software, spreadsheet and word processing.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in the natural sciences or engineering; Significant professional experience in activities supporting oceanographic research; Demonstrated understanding of the unique needs and challenges of the oceanographic research community; Demonstrated leadership in organizing teams of people; Demonstrated ability to work with diverse groups/populations; Demonstrated ability to promote productive communication among constituent groups (i.e., scientists, facility operators, user groups, federal agency representatives); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated supervisory experience.

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