

Job Code:.....101412  
Position #: (NUNC) (NE)  
Developed by:.... SG  
Reviewed by: ....DLJ  
Approved by:.....LK  
Date: . . . . 10/19

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

**TITLE:** Specialist, GEMS-Net/Science Education Materials  
**DIVISION:** Academic Affairs (School of Education)  
**REPORTS TO:** Director of GEMS-Net, PI  
**GRADE:** 8  
**SUPERVISES:** N/A

**BASIC FUNCTION:**

Responsible for the coordination and management of the science education materials system for the GEMS-Net program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Participate in science education materials management decisions that affect the GEMS-Net partnership.

Coordinate the purchase, inventory, refurbishment, and distribution of science education materials for all classrooms across the GEMS-Net partnership.

Develop and maintain computer systems to track science education materials inventory for the GEMS-Net partnership.

Communicate effectively with university, vendor, and school district personnel to facilitate the purchasing, delivery, inventory and refurbishment of science education materials.

Maintain and refurbish, as needed, science materials for professional development workshops.

Coordinate support staff who may be assisting in the management, inventorying and distribution of science education materials.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties as requested.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, word processing, database management, spreadsheet software. Microsoft Office. Google Suite.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of three years of classroom experience; Demonstrated experience working with educational systems; Demonstrated experience working collaboratively with teachers and school administrators; Demonstrated experience with computer platforms and programs (including, but not limited to, Microsoft Office and Google Suite); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

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