

Job Code: 101479
Position#: PSA (E)
Developed by: JM, KB, JCC
Reviewed by: DLJ
Approved by: LK
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University of Rhode Island
Position Description

TITLE: Coordinator, CRC U.S. (Domestic) Programs

DIVISION: Academic Affairs (Graduate School of Oceanography)

REPORTS TO: GSO/CRC Assistant Director, Principal Investigators

GRADE: 11

SUPERVISES: Supervises assigned support staff and students

BASIC FUNCTION:

As part of the Graduate School of Oceanography's (GSO) Coastal Resources Center (CRC), assist Directors and Principal Investigators (PIs) in overseeing and administering fiscal and business functions for the U.S. (Domestic) Coastal Programs. Adhere to and implement documented University and Center policies, protocols, and best practices. Create and implement new systems and supporting processes necessary for successful grant administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee and perform all phases of financial administration for the US (Domestic) Coastal Program, including budgetary oversight of its federal, state, overhead, revenue, cost share and foundation funding and related accounts, as applicable. This includes, but is not limited to, payroll and salary distributions; purchasing; managing contracts; creating and monitoring budgets; compiling financial data for reporting; and implementing Uniform Guidance and donor award terms and conditions.

Work with the Center's directors in strategic and financial planning, revenue projection, and fundraising. Develop budgetary forecasts and projections by thematic area and identify future fiscal program needs.

Develop budgets and produce all supporting documentation required by various donor Request for Proposal(s). Manage technical staff, researcher, and partner inputs necessary for proposal submission process.

Serve as a liaison with the University's Office of Sponsored Projects and other central administrative offices (including Grant and Contract Accounting, Budget, Controller, Purchasing) for responding to the needs of projects and adhering to federal and state and donor rules. A significant portion of the portfolio is funded by Rhode Island Sea Grant, National Oceanic and Atmospheric Administration.

Adhere to and implement documented University and Center policies, protocols, and best practices. As needed, create, implement, and evaluate systems to monitor both proposal submissions and post award grant administration.

Collaborate with the Center's administrative/fiscal team in managing assigned tasks, identifying, and employing creative solutions to problems that arise from the nature of the Center's work within an academic institution.

OTHER DUTIES AND RESPONSIBILITIES:

Additional duties as required.

Must be available outside of normal business hours to ensure proposal submissions and other sensitive deadlines.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management, online reporting tools and collaboration systems, and spreadsheet software. Excel. Web-based federal reporting systems.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of five years of business management experience; Demonstrated experience in financial reporting, forecasting and analysis; Demonstrated experience managing research grants; Demonstrated working knowledge of federal, state, and private donor guidelines and procedures; Demonstrated experience in both fundraising and proposal submissions; Demonstrated experience building complex budgets in Microsoft Excel; Demonstrated strong verbal and interpersonal communications skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills and attention to detail; Demonstrated experience using web-based federal reporting systems; Demonstrated ability to work independently; Demonstrated experience working collaboratively with university/institution departments and offices; Demonstrated ability to evaluate existing

processes and to make recommendations and/or develop solutions to improve those processes; Demonstrated ability to prioritize and multitask in a deadline-driven environment; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience utilizing InfoEd and/or Peoplesoft; Demonstrated experience with eSeaGrant system and/or alternative online grant reporting platforms; Demonstrated experience administering NOAA and/or NSF grants; Demonstrated experience working in a research setting at a university, college, or government agency; Demonstrated experience utilizing and interpreting the Uniform Guidance.

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