

Job Code: 101480
Position#: PSA (E)
Developed by: CM, JCC
Reviewed by: DLJ
Approved by: LK
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University of Rhode Island
Position Description

TITLE: Coordinator, CRC International Programs

DIVISION: Academic Affairs (Graduate School of Oceanography)

REPORTS TO: GSO/CRC Assistant Director, Principal Investigators

GRADE: 9

SUPERVISES: Supervises support staff and students, as assigned

BASIC FUNCTION:

As part of the Graduate School of Oceanography's (GSO) Coastal Resources Center (CRC), assist Directors and Principal Investigators (PIs) in performing select fiscal and business functions that are part of the Center's International programming portfolio. Help PI's guide overall project management; perform and monitor administrative tasks; lead team calls; prepare and monitor budgets; ensure adherence to donor reportorial requirements and to other donor terms and conditions; and facilitate project logistics and operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform financial and administrative tasks for assigned international projects and ensure the compliance of related federal, state, overhead, revenue, and foundation accounts, as applicable. This includes, but is not limited to, purchasing; managing personnel service contracts; processing invoices; managing project travel; creating and monitoring budgets; reviewing source documentation; understanding and implementing Uniform Guidance and donor award terms and conditions.

Lead the training and mentoring of in-country support staff and sub awardees in grant management, compliance, and best practices. Assist with project specific creation and adaptation of standard operating procedures and routine audit for compliance.

Lead the implementation and reporting of cost share plan(s).

Assist with the audit of in-country field office and sub awardee costs and internal controls to ensure compliance. Assist in providing solution oriented corrective action.

Assist with other tasks such as workshops, study tours, travel, logistics and USAID Trainet, as requested and reasonable.

Assist with the development of budgets and supporting documentation required by various donors and the University as part of the proposal submission process.

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

As requested, assist the Center's directors in strategic and financial planning, implementation, and fundraising efforts.

OTHER DUTIES AND RESPONSIBILITIES:

Additional duties as required.

Must be available outside of normal business hours to participate in conference calls to coordinate with international time zones.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management, on-line reporting tools and collaboration systems, and spreadsheet software. Excel.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years of business management experience; Demonstrated experience in financial reporting and analysis; Demonstrated experience administering federal grants including subaward management; Demonstrated proposal development and submission experience; 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 ability to work collaboratively and to communicate with persons from other cultures; Demonstrated ability to work with diverse groups/populations; Demonstrated ability to prioritize and multitask in a deadline-driven environment; and,

Willingness to travel internationally and/or domestically as needed (i.e., once or more annually.)

PREFERRED: Demonstrated experience building the financial and administrative capacity development of non-government organizations (NGOs); Demonstrated experience administering large international programs with budgets of \$5M+; Demonstrated experience utilizing and interpreting the Uniform Guidance; Demonstrated experience managing federal USAID contracts; Demonstrated experience utilizing InfoEd; PeopleSoft; and/or QuickBooks; Demonstrated experience working in a research setting at a university, college, or government agency; Demonstrated multi-year and multi-million-dollar proposal development experience; and, Demonstrated fluency or ability to speak Spanish, French and/or other languages.

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