

Job Code: 101494  
Position#: (PSA) (E)  
Developed by: JSM, DJP, MS  
Reviewed by: DLJ; AMC  
Approved by: AMC  
Date: 08/26/2021

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

**TITLE:** Coordinator, GSO Ocean Robotics Programs  
**DIVISION:** Academic Affairs (Graduate School of Oceanography)  
**REPORTS TO:** GSO Associate Dean of Research  
**GRADE:** 9  
**SUPERVISES:** May supervise support staff or students as assigned.

**BASIC FUNCTION:**

Lead and coordinate technical, administrative, and scientific support for GSO-based programs including, but not limited to, Ocean Robotics research, design, testing, and operations. Assist Directors and Principal Investigators (PIs) with overall project management. Facilitate project logistics and operations, including facility scheduling. Coordinate proposal preparation and submission. Perform and monitor administrative tasks. Ensure compliance with URI and federal agency policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assist team of PI(s) engaged in ocean robotics research, technology development, and related activities by providing programmatic and administrative oversight including, but not limited to the following:

Serving as the liaison with project funding institutions and partner organizations, including the East Coast Oceanographic Consortium (ECOC) members.

Overseeing test tank and overall facility scheduling.

Coordinating multi-organization proposal preparation and submission, correspondence, procurement activities, and personnel resources.

Providing and interpreting income and expense analyses.

Coordinating travel arrangements and equipment logistics for PI-led research cruises, including flights, lodging, meals, and ground transport for participants and shipping of materials.

Assisting with managing and updating program websites and data reporting activities. Coordinate with URI and GSO public engagement and communications groups to provide and edit outreach materials.

Interpreting and applying rules and regulations pertaining to URI, State and Federal funding agencies' policies and procedures.

Support Summer Undergraduate Research Programs by setting up summer housing, onboarding accepted participants, arranging travel, and assisting with program activities. Maintain program web pages, including material and contacts related to the application process. Create contact database and track career paths of prior participants using LinkedIn or similar software. Assist in preparation of summer student program reports.

**OTHER DUTIES AND RESPONSIBILITIES:**

Additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, Microsoft Office Suite, database management and spreadsheet software. Familiarity with electronic research administration (eRA) systems.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum three years of business management experience; Demonstrated experience with project and personnel management; Demonstrated experience in budget preparation and income/expense analysis; Demonstrated ability to work in a fast-paced and deadline-driven environment; Demonstrated experience with Microsoft Suite and e-mail; Demonstrated experience with web-based reporting and web content design and management; Demonstrated ability to prepare and present reports; Demonstrated organizational skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated customer service experience; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience in a research and technical administration setting at a university, college, or government agency; Demonstrated knowledge of higher education financial, HR and research policies and procedures; Demonstrated experience managing collaborative federal research grants and contracts; and, Demonstrated participation in oceanography projects or ocean-related technology developments.

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