

Job Code: 101526
Position#: PSA (E)
Developed by: JCC
Reviewed by: LK, DLJ
Approved by: LK
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**University of Rhode Island
Position Description**

TITLE: Specialist, Coastal Resources Center (CRC)
DIVISION: Academic Affairs (Graduate School of Oceanography)
REPORTS TO: GSO/CRC Director and Assistant Director, Principal Investigators
GRADE: 9
SUPERVISES: Supervise assigned support staff and students

BASIC FUNCTION:

Provide combination of technical, administrative and programmatic assistance to the Coastal Resources Center (CRC) in URI's Graduate School of Oceanography (GSO). Assist CRC in its efforts to improve science-based management of coasts and their resources around the world. Perform a wide array of work including technical and other tasks for coastal and ocean projects (related to fisheries, resilience, blue economy, or marine planning) and help manage efforts in support of CRC mission such as administrative functions, communications, proposal preparation and submission, information technology assistance (e.g., maintenance or troubleshooting), orientation for students and guests, and event coordination.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide technical support to coastal and ocean research projects and proposals by aiding in data analyses (e.g., statistics or GIS), reviewing and editing text and figures, and preparing communications materials or content.

Assist with communications, including reviewing and editing, updating website content, updating and posting on social media.

Perform day-to-day administrative functions for the Center including proposal development, developing and evaluating budgets, completing purchasing and enabling travel processing.

Help with information technological issues and needs, such as purchasing, managing the setup and maintenance of equipment and computers for the Center and aiding with software or

hardware troubleshooting.

Conduct and/or assist with in-person and virtual event planning and logistics and orientations for guests, students, and staff onboarding.

Aid grant and contract development including reviewing budgets and submission and verification of details into URI's InfoEd system.

Manage overflow of CRC financial tasks, such as purchasing, travel and tracking expenses.

Assist in development and/or refinement of Center policies, protocols, and best practices.

Collaborate with the Center's administrative/fiscal team in managing assigned tasks, identifying, and employing creative solutions.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in conference calls outside of normal business hours to coordinate with international time zones, ensure proposal submissions and other sensitive deadlines, as needed.

Travel internationally and/or domestically as needed in support of project needs.

Perform additional duties as required.

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 three years of experience in environmental coastal or marine research, international development, non-profit, higher education and/or marine related business; Demonstrated trouble-shooting and problem-solving skills; Demonstrated special events or customer service experience; Demonstrated proposal, grant and/or project management experience; Demonstrated familiarity with computer software and maintenance; Willingness to learn and utilize new software (i.e., to maximize the Center's impact); Willingness to travel; Demonstrated ability to work with diverse groups/populations; and,

Demonstrated ability to work independently or as part of a team.

PREFERRED: Master's degree in business, marine or environmental science, marine or environmental policy, resource economics or related field; Demonstrated experience utilizing InfoEd and/or Peoplesoft; Demonstrated bi-lingual ability (speaking French and/or Spanish); Demonstrated Geographic Information skills; Demonstrated Information Technology skills; and, Demonstrated experience implementing international programs.

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