

Job Code: 101598  
Position#: PSA (E)  
Developed by: JC; JM  
Reviewed by: DLJ  
Approved by: LK  
Date: 10/13/2022

**University of Rhode Island  
Position Description**

**TITLE:** Specialist, Coastal Resources Center (CRC)/U.S. Programs

**DIVISION:** Academic Affairs (Graduate School of Oceanography)

**REPORTS TO:** Sr. Coastal Resources Manager (CRC/RISG) and Coordinator, CRC US Domestic Programs

**GRADE:** 9

**SUPERVISES:** Supervise assigned support staff and students

**BASIC FUNCTION:**

Provide fiscal, logistical, and administrative assistance to the CRC US Team. Implement tasks including assisting with proposal development and submittal, project management, team communications, and event organization.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Perform day-to-day fiscal, logistical, and administrative functions including proposal development and submittal, developing, evaluating, and monitoring budgets, predicting future financial requirements, completing purchasing, subcontract development and management, and verification of details into URI's InfoEd system.

Assist US Team staff with project related work including the planning, organization and implementation of in-person and virtual events, study tours, project management, logistics and orientations for guests, students, and staff onboarding.

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

Assist with management of financial tasks, such as purchasing, travel, and monitoring and tracking grant funds.

Organize team meetings and retreats and enhanced coordination with major partners including Rhode Island Sea Grant and the URI Coastal Institute.

Collaborate with the Center's fiscal team in managing assigned tasks, identifying priorities, and employing creative solutions to issues.

**OTHER DUTIES AND RESPONSIBILITIES:**

Participate in calls, events, and proposal submissions, outside of normal business hours to meet sensitive deadlines, as needed.

Perform additional duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers, Smartphone, printers, word processing, database management, online reporting tools, collaboration systems, 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' experience in fiscal and/or budget management; Demonstrated website management experience (i.e., computer software and maintenance, information technology, etc.); Demonstrated troubleshooting and problem-solving skills; Demonstrated special events or customer service experience; Demonstrated proposal, grant and/or project management experience; Demonstrated knowledge of coastal and ocean issues (i.e., offshore wind energy, coastal resilience, fisheries, aquaculture, and/or marine plastics); Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations; and Demonstrated ability to work independently or as part of a team.

**PREFERRED:** Demonstrated experience utilizing InfoEd, Peoplesoft and/or eSeaGrant; and, Demonstrated Social media experience.

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