

Job Code: 101606  
Position#: (PSA) (E)  
Developed by: DJP  
Reviewed by: DLJ  
Approved by: AMC  
Date: 11/22

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

**TITLE:** Coordinator, GSO Marine Logistics  
**DIVISION:** Academic Affairs (Graduate School of Oceanography)  
**REPORTS TO:** Marine Superintendent  
**GRADE:** 9  
**SUPERVISES:** May supervise support staff or students as assigned.

**BASIC FUNCTION:**

Provide logistical support for the Marine Operations Department including, but not limited to, tracking, and assisting with all requirements for American Bureau of Shipping (ABS) Class compliance inspections and submissions, coordinating grant proposal and bid package preparation and submission for marine operations, technicians, and engineers, preparing reports for federal agency funders, and assist with the recruitment and hiring of crewmembers. Perform and monitor other administrative tasks. Ensure compliance with URI and federal agency policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Track ABS and other requirements to achieve the research vessel's class certification. Provide adequate notice and support managers and engineers in ensuring compliance deadlines are met. Support managers in maintaining documentation to meet a variety of regulatory requirements including vessel and Marine Office Safety Management Systems (SMS).

Assist with the recruitment of vessel's crew and complete associated employment actions through Human Resources Department.

Maintain all permanent and relief crew members training, certificates, MMC, and shot records. Coordinate drug testing in accordance with Maritime Consortium.

Arrange transportation logistics for Marine Operations Department and vessel crew members for both foreign and domestic locations, including flights, ground transportation, lodging, and shipment of supplies and/or equipment.

Assist in the completion and submission of activity reports and grant proposals for internal and external reviewers. Maintain files of shipboard daily records and science mission reports.

Oversee and conduct procurements for the Marine Department, including bid submissions for drydocking, major repairs, and both large and small purchases. Track spending and provide regular budget updates to department managers.

Perform administration of federal grants through the URI Research Office additionally acting as the liaison with both federal and non-federal charterer organizations to complete contracts, receive payments, and oversee account balances.

Coordinate support with other URI departments, such as facilities, property, safety, and purchasing who have oversight responsibilities of Marine Operations Department activities.

Interpret and apply rules and regulations pertaining to URI, State and Federal funding agencies' policies and procedures.

Be available for occasional emergency work on nights and weekends to support active operations.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers, printers; word processing, Microsoft Office Suite, database management and spreadsheet software.

**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 including travel logistics; Demonstrated experience in budget execution and income/expense analysis; Demonstrated ability to work in a fast-paced and deadline-driven environment; 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, Valid Merchant Mariner Credentials (MMC) as an Able Seaman, QMED, or higher positions with licensing issued by the United States Coast Guard.

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