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Approved by:.....  
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UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Assistant Director, Rhode Island Sea Grant College Program

**DIVISION:** Graduate School of Oceanography

**REPORTS TO:** Director, Rhode Island Sea Grant College Program

**GRADE:** 13

**SUPERVISES:** Secretarial and support staff as needed, Graduate Research Assistants as needed.

**BASIC FUNCTION:**

To assist the director in the administration of the Rhode Island Sea Grant Program's research, outreach, and education efforts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In consultation with the director, develop strategic and implementation plans as required for the Rhode Island Sea Grant College Program;

Be responsible for the timely preparation and submission of regular omnibus Sea Grant institutional proposals and proposals for special National Sea Grant competitions, including the development and distribution of requests for proposals, evaluations of pre-proposals, and the execution of a thorough peer review process. The Assistant Director is also expected to participate in the preparation and submission of research and outreach proposals to other public and private funding sources for work consistent with and/or in support of Sea Grant efforts.

Be responsible for all federal, state and university required programmatic reporting, including all NOAA and Sea Grant reporting.

Stimulate and oversee URI participation in Sea Grant fellowship programs such as the Knauss Marine Policy Fellowship, Coastal, Diversity, Legal, Industrial and all other Sea Grant Fellows programs.

In collaboration with the director, monitor and document the progress and impact of URI Sea Grant research, outreach, and education projects on an on-going basis.

Act as enthusiastic advocate and spokesperson for the Sea Grant mission of providing unbiased information of the highest quality and integrity to help in the solution of problems involving the marine

environment and its resources and help to bring together multidisciplinary teams of research and outreach specialists to develop the information needed to solve such problems.

**OTHER DUTIES AND RESPONSIBILITIES:**

Represent the director of the Rhode Island Sea Grant Program as needed.

Be responsible for the day-to-day operation of the Rhode Island Sea Grant office, including the development of comprehensive project tracking systems and computer databases for Rhode Island Sea Grant. Interact as needed with the National Sea Grant Office and the Rhode Island Sea Grant Fiscal Officer for the timely submission of all required documentation regarding Rhode Island Sea Grant.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, faxes and scanners; word processing, email, browser-based, graphical, relational database and spreadsheet softwares.

**ENVIRONMENTAL CONDITIONS:**

Position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Ph.D. in a marine environmental science with experience in scientific proposal preparation, competitive grant proposal review administration, and follow-up grants management required, or M.S. in a marine environmental science with at least five years' experience as above required. The following are also required: excellent written and oral communications skills and a demonstrated ability to work effectively with administrators and technical experts from a wide variety of disciplines; experience as an effective speaker before review panels, research groups, and the public; an interest in, and knowledge of, a wide range of marine environmental issues; demonstrated appreciation for attention to details and deadlines; supervisory experience; ability to fly on regularly scheduled commercial aircraft; availability for short-term overnight travel. Must provide own transportation. Must be comfortable with electronic communication and information systems. Familiarity with browser-based information management systems is highly desirable, especially Grants.gov and/or Grants Online systems. Familiarity with the National Sea Grant Program and academic institutions is desirable.

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