

Class Code:.....0587
Position #:(NUNC)...
Developed by:.....
Reviewed by:.....
Approved by:.....
Date:.....5/87; 3/09

THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Executive Secretary, UNOLS
DIVISION: Academic Affairs (GSO: Marine Affairs)
REPORTS TO: Chair, University National Oceanographic Laboratory System
GRADE: 17
SUPERVISES:

BASIC FUNCTION:

Direct the UNOLS office at URI and support the UNOLS chairperson, elected officials and the member institutions of the UNOLS organization. This support includes the coordination of the organization's activities through arranging meetings and maintain a central point of contact for the membership primarily as it relates to facilities. Archives ship operating statistics for federal agency reports and maintain a point source for operating and cost trends data. Develop graphics and charts in response to inquiries from federal agencies and member institutions. Coordinate the scheduling of ships within the UNOLS organization.

DUTIES AND RESPONSIBILITIES:

Organize and support UNOLS meetings by arranging meeting locations, developing the agenda, notifying the members, providing travel funding to principles, assisting in conducting the meetings and providing the membership with minutes and reports of these meetings.

Coordinate the use of UNOLS ships and schedules.

Support operations and management of national oceanographic facilities.

Develop UNOLS positions and policies.

Provide upon request information to UNOLS institutions and the funding agencies.

Facilitate communications throughout the UNOLS organization.

Coordinate contract and provision of special services to the member institutions.

Provide support activities of the UNOLS standing and *ad hoc* committees.

Archive ship operational data.

Perform other duties as required.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; professional experience in research vessel scheduling and operations and in the use of and the organization of research vessel facilities; ability to apply computer technology to research vessel management; excellent interpersonal, oral and written communication skills; knowledge of federal research funding.

PREFERRED: Master's degree.

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