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Developed by:.....DS  
Reviewed by:.....SG  
Approved by:.....  
Date:.....05/10; 9/10

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Coordinator, Institute for Immunology & Informatics (I'Cubed)  
**DIVISION:** Academic Affairs (CELS: CMB)  
**REPORTS TO:** Director and/or Associate Director, I'Cubed  
**GRADE:** 7  
**SUPERVISES:** Clerical staff and student workers as required

**BASIC FUNCTION:**

Assist with the coordination of the administrative and operational business of the I'Cubed Center. Under minimal supervision, carry out program coordination duties necessary for the efficient functioning of the Institute. Assist Principal Investigators with large conference coordination, training program coordination, writing marketing and news releases, and managing the content of the Center's website.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Manage the collaboration of principal investigators and staff in writing proposals, including organizing, facilitating, and documenting project meetings.**

Organize and manage, with the Co-Director, the design, content development, and execution of the Center's many educational programs, workshops, and conferences, including related content management on the Center's website.

**Write letters of support for grants, announcements for the Center's events, and letters of invitation to faculty and board members to participate in various educational programs. Edit the Center's documents for readability, consistency, and format.**

**Write succinct and accurate news releases about the Center and manage the content on the Center's website.** Ensure bio-sketches, facilities page, etc., are kept current.

**OTHER DUTIES AND RESPONSIBILITIES:**

Communicate and interface frequently and effectively with campus faculty and staff, governmental agencies, professional organizations and outside agencies.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook); Cayuse.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; a minimum of three years of experience in a news-related environment, with an emphasis on writing and coordinating large amounts of information under deadline; demonstrated experience coordinating large conferences; demonstrated ability to work in a fast-paced environment, and to multi-task effectively; demonstrated ability to be detail-oriented, accurate, and to meet deadlines; competency with EXCEL and Microsoft Word; experience with writing and posting information on websites; demonstrated oral and written communication skills; strong interpersonal skills, including demonstrated ability to communicate and interface with a variety of constituencies and diverse stakeholders; ability to interpret institutional policies and regulations, and to communicate the interpretation to others.

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