

**Class Code:.....0799**  
**Position # (PSA)....**  
**Developed by:....CC-M**  
**Reviewed by:.....SG**  
**Approved by:.....LK**  
**Date:.....09/07**

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

**TITLE:** COORDINATOR, CELS/ RESEARCH AND OUTREACH PROGRAMS

**DIVISION:** Academic Affairs (CELS)

**REPORTS TO:** Dean/Director, Associate Dean/Director, and Director, Finance & Administration, Senior LG Specialist

**GRADE:** 9

**SUPERVISES:** Clerical staff, graduate students and undergraduate students as required.

**BASIC FUNCTION:**

Assist the Director of the Rhode Island Agricultural Experiment Station (AES) and Cooperative Extension (CE; collectively called the Land Grant programs), Associate Director, and CELS/Land Grant administrators with the programmatic, administrative, and operational functions of CE, AES programs and Land Grant and other related research and outreach programs. Assist in the preparation and submission of federal and state reports, both programmatic and budgetary. Assist in the daily operational and fiscal management of research and outreach projects and the central maintenance of AES and CE resources including farms, support facilities, research and outreach equipment and vehicle fleets.

**ESSENTIAL DUTIES:**

Assist the Director, Associate Director, and the Director of Finance in the preparation and submission of federal, state, and internal programmatic reports as directed, including but not limited to:

Stakeholders Input reports, RICE and RIAES Plans of Work, RICE and RIAES Annual Reports, Multi-State and Integrated project monitoring, Federal Personnel Information System reports.

**COORD, CELS/ RESEARCH AND OUTREACH PGMS (PSA – 0799)**  
**PAGE 2 OF 3**

Prepare internal RICE and RIAES documents as instructed by the Director and Associate Director to include, but not limited to: Land Grant Annual Report, AES RFP process, and Land Grant policies and procedures, development and updates.

Monitor grants, both pre- and post-award, for Land Grant projects and submission of required federal, state and University documents/reports.

Assist in the management of federal programs including USDA CE and AES formula funds and complementary competitive awards, both governmental and private

Serve as the administrative contact for USDA-funded research web-based reporting systems including: CRIS and NIMSS. Coordinate with Director, Associate Director and principal investigators the reporting requirements, deadlines and approvals on all reports.

Serve as primary point of contact for financial operations of AES resources such as farms, support facilities, research and outreach equipment and vehicle fleets.

Assist in the maintenance of Land Grant programmatic, personnel, and financial databases that integrate with the College of the Environment and Life Sciences' existing systems.

Assist the Director and Associate Director in the coordination and assignment of the 34 Land Grant Graduate Assistantships. Serve as liaison between the College and the Graduate School and Budget Office.

Supervise support staff as required (clerical, students).

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**COORD, CELS/ RESEARCH AND OUTREACH PGMS (PSA – 0799)**

**QUALIFICATIONS:**

Bachelor's degree with at least three years' experience in federal program administration required. Experience with U.S. Department of Agriculture procedures and reporting requirements and methods required. Also required: experience in a complex administrative support position with responsibility for operations related to the management of federal programs (both programmatic and financial) and with federal evaluation and reporting; experience with federal on-line reporting policies and procedures; demonstrated proficiency in computing, including word processing, database management, spreadsheet analysis and electronic mail systems; excellent interpersonal and writing skills, including the ability to effectively communicate with diverse individuals and groups; demonstrated ability to prepare and deliver oral presentations; ability to effectively organize, coordinate, and supervise support staff.

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