

CSU Careers Job Details

Title:

Director, Moss Landing Marine Laboratories

Campus:

[San Jose](#)

Job ID:

14213

Time Base:

Full-Time

Job Announcement Link:

https://cmshr.cms.sjsu.edu/psp/HSJPRDF/EMPLOYEE/HSJPRD/c/HRS_HRAM.HRS_CE.GBL

Campus Employment Homepage:**Date Posted:**

September 21, 2011

Closing Date:

Open Until Filled

Brief Job Description

The salary is commensurate with the qualifications and experience of the successful candidate. The University offers a comprehensive and generous benefits package.

Appointment will be made at the Administrator III level of the Management Personnel Plan.

FLSA status: Exempt

[Management Personnel Plan\(MPP\) Benefits Summary](#)

About the Position

The Moss Landing Marine Laboratories (<http://www.mlml.calstate.edu>) (MLML), a marine and estuarine science facility that provides the marine science graduate programs for a consortium of seven California State University campuses and administered by San Jose State University (SJSU), seeks candidates for the Director of this unique research and instructional facility.

Moss Landing Marine Laboratories is located on thirty-nine acres fronting Monterey Bay on the Moss Landing Harbor in Monterey County. The Laboratories, staffed by nine full-time teaching faculty and a number of research scientists and support personnel, serve approximately 120 graduate students seeking a Master of Science degree in Marine Sciences. The Laboratories have multiple research facilities including the 135' UNOLS research vessel, the R/V Point Sur, the 56' research vessel, R/V John Martin, and a fleet of small boats, as well as teaching and research facilities both in the main building and in a number of facilities elsewhere in Moss Landing. MLML scientists presently execute about \$20 million in external grant funds. MLML places an

emphasis on mentoring and teaching students with integrated research and is considered one of the strongest marine masters programs in the country. MLML seeks a visionary leader from the marine science community to continue this momentum.

The Director of Moss Landing Marine Laboratories (MLML) provides vision, administrative oversight, fiscal management, and coordination of research activities for the facility. MLML serves as the graduate program, teaching, and research facility serving a consortium of seven CSU campuses. The administrative campus for MLML is San José State University, and the director reports to the SJSU Dean of the College of Science. The director works closely with the Chair of the MLML faculty in curricular issues, the MLML Consortium Governing Board on Consortium issues, and plays a leadership role in the California State University Council on Ocean Affairs, Science, and Technology (COAST).

Responsibilities include, but may not be limited to:

- Seeking external funds for facilities maintenance and development, including marine operations.
- Assist with recruiting and mentoring of faculty to ensure exemplary research and instruction.
- Assist with programmatic development and assessment.

- Maintaining and building institutional ties within the CSU and at community, state and federal levels.

- Provides leadership to faculty, staff, and students in the execution of the MLML graduate and research programs in marine sciences. Director works collaboratively with the MLML Faculty Chair in issues involving faculty, students, and curriculum.
- Director has primary management oversight for state employees, institutional Foundation employees, and secondary oversight for project employees.
- Director is responsible for managing MLML physical facilities (ships, buildings, piers, and properties) and overseeing maintenance and development of facilities in a manner consistent with fiscal resources and MLML, SJSU, and CSU strategic objectives.
- Responsible for developing new programs at the lab as well as assessing current ones, including research initiatives, and cooperative agreements between educational and research institutions, foundations, and organizations. Incumbent will participate significantly in fund raising efforts in support of the lab.
- Director has fiscal oversight of state resources and Foundation operating accounts at MLML, and has signature authority on grants. Incumbent must ensure that contractual, fiscal, and accounting practices are followed in accordance with applicable federal, state and California State University rules and regulations.
- Director must work effectively as a team player within the structure of the CSU and to coordinate federal, state, and private contracts. Incumbent is expected to play a strong role in the CSU Marine Sciences Initiative (COAST).
- Establishes rapport with people from diverse backgrounds.

Education and Experience

1. Earned doctorate in one of the disciplines in the College of Science, preferably in marine science.
2. A record of scholarly work or professional achievement rooted in conducting field-orientated

studies balanced with laboratory work and quality teaching sufficient to qualify for tenure and appointment at the rank of associate professor or professor in the college.

3. Minimum of 3-5 yrs. of administrative experience as department chair, program coordinator, or other relevant leadership and supervisory experience.

4. Proven track record in securing external funding and an international reputation for excellence in his/her discipline are essential.

Preferred Qualifications

1. Strong research record in estuarine, coastal, and/or ocean systems.

2. Public service or service in the field.

3. Extensive experience working with spreadsheets and complex budgets.

Knowledge, Skills & Abilities

- Ability to interpret technical procedures or regulations.

- Ability to write reports, business correspondence, and procedure manuals.

- Ability to present information effectively to managers, customers, and the general public.

- Direct experience in managing complex contracts/subcontracts and budgeting scenarios from diverse funding sources.

- Ability to balance strategic long term planning with the day to day activities required to oversee a complex facility such as Moss Landing Marine Labs.

Posting Date

September 21, 2011

First Screening Date

31 October, 2011

This position is open until filled; however, applications received after the first screening date will be considered at the discretion of the university.

Required Application Material

- Curriculum Vitae

- Letter of interest in the position

- Contact information for at least three references

- SJSU Online Employment Application To apply, please visit our website at:

<http://my.sjsu.edu/jobs/>

Note To Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Selected candidate may be required to sign a conflict of interest disclosure and may be required to complete the conflict of interest training within six months of assuming the position.

Equal Employment Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

Annual Safety Report

Contact Information

For questions regarding the application process, please contact:

Human Resources

One Washington Square, San José, CA 95192-0046

Phone: 408-924-2250 Fax: 408-924-1784 Email: hrsg@sjsu.edu

Human Resources

For questions regarding this position, please contact:

Dr. James Harvey, Chair

Search Committee for the Director of Moss Landing Marine Laboratories

8272 Moss Landing Rd

Moss Landing, CA 95039

Ph: 831-771-4434

Email: james.harvey@sjsu.edu

University Shared Values

Learning: Valuing education and promoting life-long learning.

Student and Employee Success: Placing our highest priority on academic success and personal growth.

Excellence: Setting the highest standards in all we do.

Integrity: Being honest, fair and accountable for our actions.

Diversity: Respecting diversity and recognizing the strength this factor brings to our community.

Community: Valuing collaborative relationships.

San José State University is an Equal Opportunity/Affirmative Action Employer and strongly encourages applications from underrepresented groups.