

ACADEMIC SEARCH AND RECRUITING



[← Back to job search](#)

Senior Staff Associate II

#80810

Description

The Lamont-Doherty Earth Observatory of Columbia University in Palisades, New York, is seeking a Senior Staff Associate II for a full-time opportunity. Reporting to the Senior Research Scientist/Director of the Officer of Marine Operations, the Senior Staff Associate II will oversee and administer shore-based and at-sea operations of the Research Vessel R/V Langseth. Prepares ship operations research grant proposals and proposal budgets with OMO Financial Administrator. Directly supervises the Assistant Marine Operations Manager, 2 ship's Masters and 2 Chief Engineers and other crew as required. Represent OMO to related national and field specific organizations as required by Senior Research Scientist/Director, OMO. Will serve as co-Principal Investigator on research grants.

Duties and Responsibilities will include:

- Oversees the management of ship operations group. Works collaboratively with OMO Sr. Research Scientist/Director, OMO and other OMO managers who are responsible for administrative services, science project coordination, and shipboard technical services. Responsible for overall fiscal oversight, grant proposals and budget design for ship operations group. Responsible for maintaining budgets for ship operations and for ensuring compliance with award terms and conditions. Works closely with the Financial Administrator to track and record expenditures. Coordinates with staff to ensure all necessary documentation and inventory systems for property and equipment are kept up to date. Prepares and submits periodic reports to the National Science Foundation (NSF) regarding Finance, Safety, Property, Staffing and Travel.
- Develops and promotes policies and practices intended to insure a "quality" marine operation. Acts as Designated Person Ashore for American Bureau of Shipping (ABS) - International Safety Management (ISM) activities. ISM certification is awarded when a company and its vessels meet the requirements of the International Management Code for the Safe Operation of Ships and for Pollution Prevention (ISM Code). Ensures that shipboard operations are in compliance with international and federal regulations, treaties, and agreements.
- Responsible for ship's port engineer, captains, and crew personnel matters. Participates in related contract negotiations with MMP/MEBA in conjunction with the LDEO Human Resources Manager and CU Employee/Labor Relations Department. Responsible for any related contract administration.
- May represent LDEO and the Marine Office at UNOLS, with grant funding agencies such as the NSF, and in similar forums as required by Sr. Research Scientist/Director, OMO.
- Works with minimal supervision from Senior Research Scientist (Director, OMO). Directly supervises the Assistant Marine Operations Manager, 2 Masters and 2 Chief Engineers assigned to the vessel. Works closely with the OMO Financial Analyst and the Manager, Marine Recruitment and Staffing as required. Independent judgement, discretion and initiative required. Works closely with project scientists and OMO staff in both managerial and coordinating capacities. Non-routine physical activity limited to seagoing/field assignments.
- Responsible for assets/equipment valued up to \$20M. Value of Vessel: \$5 M.

Qualifications

- B.S. or B.A. or higher degree in related field plus 10 years direct experience in marine management and the operation of a seagoing vessel.
- Licensed as a ship's officer and seagoing experience highly preferred.
- Background that includes experience with managing vessel ISM, acting as Designated Person Ashore, and use of NS5 maintenance system are considered key skills for this position.
- Experience in oceanographic research programs and/or UNOLS (US Academic Research Fleet) association is also a plus.
- Position may require approximately 1 month per year at sea.

Appointments are made on a fiscal year basis and are eligible for renewal each July 1st, contingent upon performance and funding.

The search will remain open for at least 30 days after the ad appears and will continue until the position is filled.

Projected start date will be October 1st, 2021, with some flexibility.

Columbia University benefits are offered with this Officer of Research appointment.

The Lamont campus values diversity and inclusion, and encourages applications from members of underrepresented minority groups.

Application Instructions

We accept online applications only.

Equal Employment Opportunity Statement

Columbia University is an Equal Opportunity Employer / Disability / Veteran

[Apply Now](#)

College / School / Unit

Columbia University in the City of New York / Earth Institute

Department

Lamont-Doherty Earth Observatory (LDEO)

Location

Lamont-Doherty Earth Observatory

Posted

Aug 31, 2021

Apply By

Open until filled

Share

- [✉ Email](#)
- [📘 Facebook](#)
- [🌐 LinkedIn](#)
- [🐦 Twitter](#)

CONTACT US

Please contact us with any questions!

[Applicants](#)

[Faculty & Staff](#)

[Equal Opportunity Employer / Disability / Veteran](#)

[Columbia University is committed to the hiring of qualified local residents](#)

[Columbia University is committed to protecting your privacy](#)

[Columbia University provides reasonable accommodations to applicants with disabilities](#)

[NCAA Statement](#) | [Pay Transparency](#) | [Clery Act Notification](#)

[Labor Condition Applications \(LCA\) Notices](#)