Senior Staff Associate II

**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, the Lamont-Doherty Earth Observatory (LDEO) Operations Manager, 2 ship’s Masters and 2 Chief Engineers and other crew as required. Responsible for the management of all vessel operations. Will serve as a Principal Investigator on research grants.

**Qualifications**

- A.S. or B.A. in a 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.

**Responsibilities**

- 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 all vessel oversight, grant proposals and budget design for ship operations group. Responsible for managing 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 (property and equipment) are kept up to date.
- Produces and submits periodic reports to the National Science Foundation (NSF) regarding Finance, Safety, Property, Staffing and Travel.

**Applications**

- Submit a resume and cover letter to be considered.

**Equal Employment Opportunity Statement**

Columbia University is an Equal Opportunity Employer / Disability / Veteran

**Open until filled**

Apply by:

Aug 31, 2021

Posted:

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