

Operations Director, Shoals Marine Laboratory

Position Details

Summary

Operating Title	Operations Director, Shoals Marine Laboratory
Long Classification Title	Project Director III
Campus Location	Durham
Department	UNH Marine Sciences and Ocean Engineering
Summary of Position	<p>The key objective of the SML Operations Director is to ensure that SML operates safely, smoothly, and effectively to meet our mission. At SML, the Operations Director focuses on the management of seasonal staff; coordinating program schedules across SML's various departments (academic, engineering, waterfront); ensuring efficient and safe operations of island activities; and aligning our policies and procedures to be legally compliant and in line with our values and mission.</p> <p>Reporting to the Executive Director and working closely with the full time SML staff, the Operations Director duties include planning for the seasonal calendars, housing, staffing, as well as overall staff policies and operating procedures. They work closely with facilities and program staff to safety and effective seasonal activities. During the operating season, the Operations Director is expected to spend overnight time on Appledore Island to oversee seasonal staff activities to ensure island operations are working effectively and in compliance with our policies. The Operations Director is expected take the lead on island safety and the well-being of our island community. Intense and physical field and vessel-based work is part of this job.</p>
Acceptable minimum level of education	Bachelor's
Acceptable minimum years of experience	5-7 years
Additional Job Information	UNH is a federal contractor within the meaning of the Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors. This position may require that you be vaccinated against COVID-19 in the future, unless you apply for and receive a religious or medical exemption. You may not test out of this requirement.
Posting Number	PS3130FY22
Other minimum qualifications	<ol style="list-style-type: none"> 1. A B.A./B.S. degree 2. 5+ years of directly related experience that demonstrates success, especially in supervising personnel including participating in hiring, training, and evaluating performance. 3. Demonstrated excellence in managing staff with strong emotional intelligence employed to manage people. 4. Demonstrated organization and project management skills, including experience developing and managing budgets and schedules. 5. Previous experience communicating with external stakeholders such as program partners, scientists, etc. 6. This position is residential during SML's operating season and includes multiple overnights per week in residence on Appledore Island from April – October. 7. Team-oriented, safety-minded, positive, patient, self-motivated, open-minded, adaptable, creative individual. 8. Dedication to the values of diversity, equity, and inclusion in all aspects of work. 9. Experience with Microsoft Office, website interfaces. 10. Experience working in remote field and marine environments. 11. Enthusiasm for SML's mission. 12. Valid Driver's license. 13. Red Cross First-Aid and CPR certificates required (may obtain after appointment, SML will pay for training). 14. Willingness to participate in drug testing pool. 15. Serve Safe certification required (may obtain after appointment, SML will pay for training).

Additional Preferred Qualifications

1. US Coast Guard Captain's License (50 ton, near-coastal)
2. Understanding of marine studies and/or experiential undergraduate education.
3. AAUS scientific diver certified
4. Advanced emergency and medical training

Salary Information

Salary is complemented by a comprehensive benefits package which includes medical, dental, retirement, tuition, and paid time off.

Quicklink for Posting

<https://jobs.usnh.edu/postings/47294>

Percent Time Information (FTE)

1.00

Grade

24

EEO Statement

The University System of New Hampshire is an Equal Opportunity/Equal Access/Affirmative Action employer. The University System is committed to creating an environment that values and supports diversity and inclusiveness across our campus communities and encourages applications from qualified individuals who will help us achieve this mission. The University System prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, genetic information, veteran status, or marital status.

Institution Information

The University of New Hampshire is an R1 Carnegie classification research institution providing comprehensive, high-quality undergraduate and graduate programs of distinction. UNH is located in Durham on a 188-acre campus, 60 miles north of Boston and 8 miles from the Atlantic coast and is convenient to New Hampshire's lakes and mountains. There is a student enrollment of 13,000 students, with a full-time faculty of over 600, offering 90 undergraduate and more than 70 graduate programs. The University actively promotes a dynamic learning environment in which qualified individuals of differing perspectives, life experiences, and cultural backgrounds pursue academic goals with mutual respect and shared inquiry.

The UNH Diversity Resource Guide with information and programming available in the seacoast area, New Hampshire, and the region can be found here: <https://www.unh.edu/hr/diversity-resource-guide>

Posting Details

Posting Date

04/15/2022

Open Until Filled

Yes

Closing Date**Posting Open to Internal Candidates Only?**

No

Interested Internal Candidates Exist?

No

Job Category

Salaried Staff (Exempt)

Appointment Type

Grant Funded

If TERM position provide projected end date**Equipment/Instruments****DOT Safety Information**

Serve as a crew member on board a commercial or an oceanographic vessel

Duties / Responsibilities

Job Duties

Duty/Responsibility**Human Resources and Management**

- Seasonal staff management
 - Hiring
 - Training
 - Staff policies & associated handbooks
 - Staff schedules
 - Oversee and trouble shoot staff performance and motivation
 - Leads seasonal employee weekly meetings
 - Draft and manage staffing budget
- Encourage and actively support diversity, equity, and inclusion within the team, organization and/or field.
- Identify and manage rented off-island seasonal staff summer housing

Duty/Responsibility**Operations**

- Operational scheduling- vessels trips (SML and other vessels) and island housing; assist with annual program calendar
- Purchasing, budget, safety oversight for food services
- Purchasing to support general island operations
- Serve as a crew member aboard the Lab's research vessels
- Operational safety and staff well-being
- Management of operational policies and procedures

Duty/Responsibility**Regulatory Compliance**

- Health and safety management
 - Hold and maintain Maine Food Service license with SML's support
 - Drinking water management and monthly reports
 - Safety compliance reporting to UNH (e.g., Clery Act reporting; Injury reporting, etc.)
- Oversees emergency planning and implementation in consultation with UNH's Office of Emergency Management
- Oversee Island store accounting, inventory, credit card terminals

Duty/Responsibility**Mission Support**

- Provide SML public tours and presentations about SML's operations and mission
- Assist with grant writing to support SML operations

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you meet the definition of an Internal Candidate? Internal Candidates include: (1) active status employees who have completed the introductory period and (2) adjunct staff members who have been employed within USNH for at least 12 months in total and who have worked at least 1,000 hours during the 12 month period preceding the application for the position. Student employment does not apply toward internal status eligibility.

- Yes
- No

Documents Needed to Apply

Required Documents

1. Resume/Vita
2. Cover Letter

Optional Documents

1. Digital Images