

Coordinator, GSO Marine Logistics

Posting Details

Position Information

Posting Number	SF01469
Job Title	Coordinator, GSO Marine Logistics
EEO Job Group	35-Research Professional
Position Number	109631
FTE	1.00
FLSA	Exempt
Position Type	Professional Staff
Union	PSA/NEA - Professional Staff Assoc
Pay Grade Level	9
Pay Grade Range	\$50,820 - \$76,151
Status	Calendar Year, Full-time, Limited

Department Information

Division	Academic Affairs
College	Graduate School of Oceanography
Department	GSO Marine Office
Contact(s)	Please note: Job applications must be submitted directly online only at: (https://jobs.uri.edu)

Contact Phone/Extension

Contact Email

Physical Demands

Campus Location Narragansett Bay Campus

Grant Funded No

Extension Contingent on Funding Date

Extension Contingency Notes This is a full time calendar year position limited to December 30, 2023 with anticipated renewal.

Job Description Summary

APPLICATION DEADLINE: The search will remain open until the position has been filled. First consideration will be given to applications received by December 13, 2022. Second consideration may be given to applications received by January 3, 2023. Applications received subsequent to second consideration date (January 3, 2023) may not be given full consideration.

BASIC FUNCTION:

Provide logistical support for the Marine Operations Department including, but not limited to, tracking, and assisting with all requirements for American Bureau of Shipping (ABS) Class compliance inspections and submissions, coordinating grant proposal and bid package preparation and submission for marine operations, technicians, and engineers, preparing reports for federal agency funders, and assist with the recruitment and hiring of crewmembers. Perform and monitor other administrative tasks. Ensure compliance with URI and federal agency policies and procedures.

Duties and Responsibilities**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Track ABS and other requirements to achieve the research vessel's class certification. Provide adequate notice and support managers and engineers in ensuring compliance deadlines are met. Support managers in maintaining documentation to meet a variety of regulatory requirements including vessel and Marine Office Safety Management Systems (SMS).

Assist with the recruitment of vessel's crew and complete associated employment actions through Human Resources Department.

Maintain all permanent and relief crew members training, certificates, MMC, and shot records. Coordinate drug testing in accordance with Maritime Consortium.

Arrange transportation logistics for Marine Operations Department and vessel crew members for both foreign and domestic locations, including flights, ground transportation, lodging, and shipment of supplies and/or equipment.

Assist in the completion and submission of activity reports and grant proposals for internal and external reviewers. Maintain files of shipboard daily records and science mission reports.

Oversee and conduct procurements for the Marine Department, including bid submissions for drydocking, major repairs, and both large and small purchases. Track spending and provide regular budget updates to department managers.

Perform administration of federal grants through the URI Research Office additionally acting as the liaison with both federal and non-federal charterer organizations to complete contracts, receive payments, and oversee account balances.

Coordinate support with other URI departments, such as facilities, property, safety, and purchasing who have oversight responsibilities of Marine Operations Department activities.

Interpret and apply rules and regulations pertaining to URI, State and Federal funding agencies' policies and procedures.

Be available for occasional emergency work on nights and weekends to support active operations.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

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

REQUIRED:

1. Bachelor's degree.

Required Qualifications

2. Minimum three years of business management experience.
3. Demonstrated experience with project and personnel management including travel logistics.
4. Demonstrated experience in budget execution and income/expense analysis.
5. Demonstrated ability to work in a fast-paced and deadline-driven environment.
6. Demonstrated ability to prepare and present reports.
7. Demonstrated organizational skills.
8. Demonstrated strong verbal and interpersonal communication skills.
9. Demonstrated proficiency in written communication skills.
10. Demonstrated customer service experience.
11. Demonstrated ability to work with diverse groups/populations.

Preferred Qualifications**PREFERRED:**

1. Demonstrated experience in a research and technical administration setting at a university, college, or government agency.
2. Demonstrated knowledge of higher education financial, HR and research policies and procedures.
3. Demonstrated experience managing collaborative federal research grants and contracts.
4. Valid Merchant Mariner Credentials (MMC) as an Able Seaman, QMED, or higher positions with licensing issued by the United States Coast Guard.

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

Environmental Conditions

This position is not substantially exposed to adverse environmental conditions.

Posting Date

11/22/2022

Closing Date**Open Until Filled**

Yes

Special Instructions to Applicants

Please attach the following 3 (PDF) documents to your online Employment Application:
(#1) Cover letter.
(#2) Resume.
(#3) "Other Document-References" – the names and contact information of three professional references (pdf).

Pass Message

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum required qualifications for this position. Please do not let this discourage you from applying to other positions that interest you at the University of Rhode Island.

Application Types Accepted Application for Employment

External Advertising Sources URI.edu

Please list any other advertising sources Indeed

Military Hire

Department will post directly to free listservs in the oceanographic & marine community.

Quicklink for Posting <https://jobs.uri.edu/postings/10960>

Search Committee Members Tom Glennon – Search Chair

Christopher Armanetti

Bonny Clarke

Ash Hayden

Erich Gruebel

Committee Chair Tom Glennon

Advertising

If applicable, enter acct # for advertising charges 126-2815-0000/5269

Primary Account % for advertising charges

Herc Information

Post To Herc

HERC Category

Applicant Documents

Required Documents

1. Cover Letter/Letter of Application
2. Resume
3. Other Document - References

Optional Documents

None

Posting Documents

No documents have been attached.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a Bachelor's degree?
 - Yes
 - No - (disqualifying)
2. * Do you have a minimum three years of business management experience?
 - Yes
 - No - (disqualifying)
3. * Do you have demonstrated experience with project and personnel management including travel logistics?
 - Yes
 - No - (disqualifying)
4. * Do you have demonstrated experience in budget execution and income/expense analysis?
 - Yes
 - No - (disqualifying)
5. * Do you have demonstrated ability to work in a fast-paced and deadline-driven environment?
 - Yes
 - No - (disqualifying)
6. * Do you have demonstrated ability to prepare and present reports?
 - Yes
 - No - (disqualifying)
7. * Do you have demonstrated organizational skills?
 - Yes
 - No - (disqualifying)
8. * Do you have demonstrated strong verbal and interpersonal communication skills?
 - Yes
 - No - (disqualifying)
9. * Do you have demonstrated proficiency in written communication skills?
 - Yes
 - No - (disqualifying)
10. * Do you have demonstrated customer service experience?
 - Yes
 - No - (disqualifying)
11. * Do you have demonstrated ability to work with diverse groups/populations?
 - Yes
 - No - (disqualifying)
12. How did you hear about this employment opportunity?
 - Public Job Posting
 - Internal Job Posting
 - Agency Referral
 - Advertisement/Publication
 - Personal Referral
 - Website
 - Other