



UNOLS Job Description Ver:21 Sept 2017

Title: Deputy Executive Secretary- UNOLS

Reports to: Executive Secretary UNOLS

Basic Function:

As an integral member of the UNOLS organization the Deputy Executive Secretary assists the Executive Secretary in all operations of the UNOLS office. This position supports the UNOLS Chair, federal funding agencies supporting facilities for ocean science, elected officials of the UNOLS committees, as well as representatives of member institutions of the UNOLS consortium. Help set the direction and goals for the UNOLS office and UNOLS organization, primarily through support of the elected UNOLS council and committees. Provides direct support to sea-going scientists, marine personnel at member institutions, and federal funding agency program managers. Act on behalf of the Executive Secretary when necessary to manage UNOLS office, by attending meetings and/or responding to requests for information when required. Will have primary responsibility for supporting activities of the Deep Submergence Science Committee, (DESSC), Fleet Improvement Committee, (FIC), Research Vessel Technical Enhancement Committee, (RVTEC), and the Scientific Committee for Oceanographic Aircraft Research, (SCOAR). Also supporting the Council in all matters along with the Executive Secretary. Responsible for maintaining a database of ship utilization statistics from reports submitted by operators which are used for analysis of ship use trends and as required by National Science Foundation, Office of Naval Research, National Oceanic and Atmospheric Administration and other governmental entities. Serve as editor of the UNOLS newsletter. Assist with creating budgets and tracking financial statements of the UNOLS office. Provide lead support in creating proposal, supplements, and other university required documentation.

Duties and Responsibilities:

Act on behalf of the UNOLS Executive Secretary in his/her absence in all matters relating to the UNOLS Office.

Serve as co-PI on awards from the federal agencies that support the UNOLS office.

Assist in the creation of all UNOLS budgets and proposals as required to support the activities of the UNOLS Office.

Assist in the organization and support of UNOLS meetings by arranging meeting locations, developing agenda, notifying members, providing travel funding to principles, assist in conducting the meetings and providing the membership with minutes and reports of these meetings.

Provide support and coordination to the national oceanographic facilities.

Assist in the development of UNOLS policies and procedures.

Provide upon request, information to federal funding agencies, UNOLS institutions and members as well as the general public.

Facilitate communications throughout the UNOLS organization.

Assist in procurements, contracts and purchase orders.

Maintain competence in the University policies and procedures, to include Cayuse, Peoplesoft and P-Card procedures

Reconcile all accounts.

Archive ship operational utilization data and create reports and analysis of data when requested

Serve as editor of the UNOLS Newsletters and provide lead support on the UNOLS Annual Reports and other UNOLS publications.

Qualifications:

Bachelor's degree required, Master's degree in marine related sciences preferred. Also required: five years' experience in marine related research support; experience in the use of personal computers and database managements: demonstrated ability to understand and synthesize information and to write reports in a clear concise form.