



UNOLS Job Description Ver:21 Sept 2017

Title: UNOLS Executive Secretary

Reports to: UNOLS Council, UNOLS Chair, Federal Agency Sponsors

Basic Function:

Direct, manage, and lead all UNOLS office activities and all UNOLS staff positions. Provide direct support to the UNOLS Chair, UNOLS Council, and UNOLS committee chairs. Serve as primary point of contact for federal agency sponsors, elected officials and the member institutions of the UNOLS organization. Overall responsibility for meeting requirements of the federal agency sponsors as outlined in the awards. This support includes the coordination of the organization's activities through arranging meetings and to maintain a central point of contact for the membership primarily as it relates to facilities. Archives ship operating statistics for federal agency reports and maintain a point source for operating and cost trends data. Develop graphics and charts in response to inquiries from federal agencies and member institutions. Coordinate the scheduling of ships within the UNOLS organization.

Will have primary responsibility for supporting activities of the standing UNOLS Committees:

- Research Vessel Operators Committee (RVOC)
- Ship Scheduling Committee (SSC)
- Arctic Icebreaker Coordinating Committee (AICC)
- Marine Seismic Research Oversight Committee (MSROC).

DUTIES AND RESPONSIBILITIES:

- Organize and support UNOLS meetings by arranging meeting locations, developing the agenda, notifying the members, providing travel funding to principles, assisting in conducting the meetings and providing the membership with minutes and reports of these meetings.
- Coordinate the use of UNOLS ships and schedules.
- Support operations and management of national oceanographic facilities.
- Develop UNOLS positions and policies.
- Provide upon request information to UNOLS institutions and the funding agencies.
- Facilitate communications throughout the UNOLS organization.
- Coordinate contract and provision of special services to the member institutions.
- Provide support activities of the UNOLS standing and *ad hoc* committees.

- Archive ship operational data.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; professional experience in research vessel scheduling and operations and in the use of and the organization of research vessel facilities; ability to apply computer technology to research vessel management; excellent interpersonal, oral and written communication skills; knowledge of federal research funding.

PREFERRED: Master's degree.