



UNOLS Job Description Ver:21 Sept 2017

Title: UNOLS Project Assistant

Reports to: UNOLS Executive Secretary and UNOLS Deputy Executive Secretary

Basic Function:

Conduct independent research and assist with the implementation of marine research programs on University-National Oceanographic Laboratory System (UNOLS) ships. Provide UNOLS support to Principal Investigators who are performing shipboard research. Provide UNOLS utilization, documentation, and reports to federal agency partners who support the UNOLS office. Serve as project manager for UNOLS website upgrade. Develop new or modify existing research/analysis methods and procedures.

Duties and Responsibilities:

Assist the UNOLS Executive Secretary, Deputy Executive Secretary, UNOLS staff members, federal agency representatives, and scientific community with:

- Directly supporting the Executive Secretary and Deputy Executive Secretary with proposal preparation on various special projects which are supported through supplemental funding;
- Manage the collection, processing, monitoring, analysis and reporting of UNOLS Post Cruise Assessment Reports. Developing more efficient and quantitative methods for evaluating the quality scores for each cruise assessment category. Disseminating these reports with the UNOLS Committees and federal funding agencies. This is the primary Quality Assurance/Quality Control (QA/QC) system for UNOLS.
- Developing UNOLS publications, brochures, and other printed materials, and creating graphic design and layout for UNOLS publications, registration forms, and newsletters.
- Providing UNOLS Secretaries with accurate and timely reports regarding ship scheduling, cruise reporting, cruise data, and cruise statistics for federal agency representatives, UNOLS office personnel, ship operators, and the broader scientific community;

- Providing lead organizational support, utilizing Web-based database systems and personal computers (Windows and Macs);
- Serving as project manager for UNOLS Website, which utilizes the theDrupal platform. Responsible for problem definitions and solutions. Facilitating communication between UNOLS Office staff and web development team. Assessing and organizing existing UNOLS website content to ensure the site is structured in an efficient and easy to navigate manner.
- Designing, testing, maintaining, and populating UNOLS and other marine-oriented websites, databases, and exhibits for the UNOLS Office;
- Supervising immediate office group and community-wide users on the UNOLS ship time request system, including the testing and control of developmental websites in support of UNOLS.
- Provide assistance with early career scientist and outreach activities. Assist PIs who lead Chief Scientist Training Cruises with announcements, application forms, webinars, and cruise blog sites. Use of social media to broadly announce all outreach activities.
- Co-editor of the UNOLS Newsletter.
- Maintaining and monitoring UNOLS Office email systems.
- Maintaining the UNOLS Archive, the central repository of UNOLS marine science and cruise-related information, making it accessible online and searchable to the broader marine science community.
- Providing researchers with an additional UNOLS point-of-contact to answer procedural questions as they relate to various UNOLS systems.
- Developing research, promotional, and outreach materials to be delivered at national science conventions and symposiums.
- Managing UNOLS Meeting Registrations. Creating and maintaining more efficient registration processes using new technology such as Google Webforms and RegOnline.
- Serving as a technology advisor, assessing the UNOLS Office's current needs and researching potential purchases including computers, tablets, and other office equipment and software.

- Serving as lead liaison for UNOLS Programmers. Scheduling and leading meetings as well as facilitating completion of action items through communications with UNOLS Office staff and UNOLS community.

Skills

Personal computers, printers, digital equipment and software programs, including Dreamweaver, File Maker Pro, Adobe Creative Suite, and Drupal content management system.

Qualifications:

Required: Bachelor's degree in a marine science or marine policy discipline; experience in research methods in field of experience, including literature and database searches; ability to organize and coordinate data; demonstrated experience with personal computers, digital cameras, and with graphics, word processing, Web content management, and spreadsheet software; experience with field and laboratory equipment; excellent verbal and written communications skills; strong interpersonal skills, and ability to work independently.