



VIRGINIA SEA GRANT FELLOWSHIP & RESEARCH PROGRAM COORDINATOR

Virginia Sea Grant (VASG) is a six-university partnership, funded by the National Oceanic and Atmospheric Administration (NOAA) with matching funds from the Commonwealth of Virginia. VASG is one of thirty-three Sea Grant programs located in every coastal and Great Lakes state, Puerto Rico, Lake Champlain, and Guam. The national university-based network contains over three hundred institutions involving more than 3,000 scientists, engineers, educators, students and outreach experts.

VASG seeks to enhance the ecological, economic, and social sustainability of coastal and ocean communities and the ecosystem services they depend upon. We conduct and fund research, extension, education and communication services; we are a scientific broker, supplying scientific, legal and policy, and technical information to citizens, businesses, educators, resource managers and policy makers. VASG is headquartered in the Virginia Institute of Marine Science at William & Mary, and its partner institutions include: George Mason University, Old Dominion University, University of Virginia, Virginia Commonwealth University, and Virginia Tech. We maintain a portfolio of extension and education providers located at VIMS, William & Mary Law School, Virginia Tech Cooperative Extension, and Old Dominion University.

For more information on VASG please see: <http://vaseagrant.vims.edu/>. For background on the National Sea Grant network see: <http://seagrant.noaa.gov/Home.aspx>.

Fellowship & Research Program Coordinator

The purpose of the position is to support the VASG Director and, in collaboration with the Director, coordinate VASG competitive funding (fellowships and research) and fellow professional development. The position will be responsible for:

(1) ***Fellowships***. Administration of the competitive fellowship programs, including VASG Graduate Research Fellows, Sea Grant Knauss Marine Policy Fellowship, NMFS-Sea Grant Fellowships, and NOAA Coastal Management Fellowships. For example, developing and disseminating funding announcements, recruiting at multiple Virginia academic institutions, assisting with application development and mentor match-making, administering reviews of proposals and candidate interviews, submitting proposals to NOAA, coordinating with VIMS Office of Sponsored Programs on award issuance, overseeing fellowship implementation, creating opportunities for cohort-building between the fellows through in-person meetings and online communications, and reporting on progress and outcomes of the fellowships, including annual reporting to NOAA and working with all VASG staff to ensure a comprehensive picture of VASG's impacts and accomplishments. Supporting the development and implementation of new fellowships (e.g., VASG Commonwealth Fellowship, Coastal Storms Graduate Research Fellowship, and the ClarkNexsen Resiliency Internship).

(2) ***Research & Other Competitive Funding***. Supporting the development and implementation of VASG's competitive funding (e.g., Program Development funds, National Strategic Initiatives from the NOAA National Sea Grant Office) and the Mid-Atlantic Sea Grant regional research program, including oversight of the awards, responding to requests for changes to scope of work, no-cost extensions, budget changes, and implementation through the new eSeaGrant online system.

(3) ***Professional Development***. Collaborating with the Director, VASG Communications program, and VIMS Associate Dean for Academic Studies on the implementation of a comprehensive professional

development training program, including science communication training, planning, and assessment of needed professional skills and expansion of the portfolio of professional training modules. Professional development training also involves a close working relationship with the Communication Department at George Mason University (a VASG partner institution) and VIMS Associate Dean for Academic Studies.

(4) **Reporting.** Leading the assembly and submission of NOAA reporting requirements through PIER, Grants-on-Line, and new eSG systems, requesting program reports and sending reminders and requests for clarification, helping with summaries of impacts and accomplishments. Coordinating with other VASG program leaders (e.g., extension, communication, literacy, law) and overseeing a project coordinator staff member, accordingly. Working with Director on the development and implementation of the eSG system, including coordination with the national SG working group on eSG and the VASG Communications program on interface of web-site with eSG.

(5) **Other Duties.** Other duties as assigned that are critical to VASG operations but are often managed as a team-effort among the VASG core leadership team.

Required Qualifications

- Advanced degree in relevant field for VASG's coastal and marine resource mission or an equivalent combination of education and experience.
- Demonstrated experience in competitive fellowship or research administration related areas.
- Demonstrated experience in professional development training for graduate students
- Project management experience, including budgeting, financial management, reporting, meeting facilitation, and management.
- Demonstrated ability to effectively communicate verbally and in writing with a variety of audiences, including students, scientists, marine advisory professionals, university administrators, employees in private and non-profit sectors, and peers at Sea Grant programs nation-wide.
- Demonstrated skills to foster, nurture, and grow a professional community of young scientists, enabling peer mentoring and executive coaching.

Preferred Qualifications

- Grant-writing and fund-raising experience.
- General understanding and experience with budgeting and fiscal management responsibilities

Apply online at: <https://jobs.wm.edu/postings/24289>

Deadline for full consideration: May 4, 2016.