

Sea Grant Research Coordinator Job Structure Survey

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Responses from 19 Sea Grant programs (2 programs filled out survey twice to show how job is now and how it is being restructured for the future)

Program size:

- Large programs (N=8), 30-40 staff plus undergrads/interns
- Medium programs (N=5), 20-30 (more are only partly supported by the SG or are seasonal)
- Small programs (N=6), 10-15 (some partner with extension rather than having EE's as core staff)

RC % effort, assistance:

- Large programs: % effort range 15% (moving to 60%) – 200%. All administer fellowships. Half of large programs have 100% RC. Two large programs have 2 people doing/splitting RC tasks with total effort 160-200%. Those <100% have help from other people in the program or need more assistance.
- Medium programs: % effort range from 38% - 85%. All but 1 also manages fellowships. Several have help from other people in the program. Most think this is adequate for their RC duties. Several say that their position is split too many ways to be truly effective, though.
- Small programs: % effort range from 33% - 100%. Most administer fellowships or internships. Half say effort is adequate (most of these have additional personnel helping with RC/fellowship tasks). Other half say 30-50% more effort is needed.

RC duties:

- Large programs:
 - Run multiple fellowship programs (state and national) – some do major work on this
 - RFP process stem to stern
 - NSI's, and NOFO's
 - Annual reporting & RPPR
 - Research project report tracking and submission (some in state SG databases)
 - Strategic planning/research directions, assist with or lead Omnibus submission
 - Some supervise other staff
 - Some do fiscal and admin duties
- Medium programs:
 - RFP process stem to stern
 - Research project report tracking and submission
 - NSI's, and NOFO's
 - Internships and/or fellowship programs
 - On program leadership team, work on strategic planning, annual reporting
 - Sometimes lead special projects

- Work with advisory board/committee
- Small programs:
 - RFP process stem to stern
 - PD research project process
 - Research project report tracking and submission
 - NSI's, and NOFO's
 - Internships and/or fellowship programs (some, and some only do state or Fed, not both)
 - On program leadership team, work on strategic planning, annual reporting
 - Work with advisory board/committee
 - Some have liaison duties to other entities

Job efficiency ideas:

- eSeaGrant or other online system for proposal management
- LinkedIn for tracking former researchers, fellows, and students
- Having an intern
- Having virtual review panels
- Google apps and task/project management app (e.g., Trello)

Who does research in addition to their RC duties?

- Large programs: 0-45% of position, but cannot always maintain that due to RC duties
- Med programs: 0-50% of position (or through separate position with separate requirements such as tenure review); several say they don't have time to do the research part, though.
- Small programs: 0-50%, half with separate appointments; some lose summer salary or other salary if can't maintain funding.

What should we know about this job?

- "I am the only one in my program who knows what I do."
- "It's a great job, but it's become overwhelming."
- "IF I had more time I could do a better job of supporting the research, especially in terms of communications and publicizing research outcomes."
- Need redundancy – what happens if RC is ill at a critical time in the RFP cycle?
- Request for more detailed information on job duties (% of effort for each type of duty and size of the effort - how many proposals, how many fellowship types, etc.)
- How many RCs are also assistant/associate directors?
- NEPA, DMPs and more NOFOs have really added to RC responsibilities and job stress
- Some also serve on student grad committees
- How much time does it really take to run an SG research program?