



**Assistant Director for Research, Virginia Sea Grant
Research Assistant Professor
Virginia Institute of Marine Science
The College of William and Mary**



Position Description

Virginia Sea Grant (VASG), located at the Virginia Institute of Marine Science, College of William and Mary, on the Gloucester Point, Virginia campus, seeks an Assistant Director for Research. Sea Grant is a nationwide network (administered through the National Oceanic and Atmospheric Administration [NOAA]), of 32 university-based programs that work with coastal communities. VASG's mission is to advance the ecological, economic and social sustainability of coastal and marine communities and the resources they depend upon. VASG funds and conducts research, extension, education and communication activities that provide science-based information to decision-makers.

VASG recently re-organized, moving its headquarters to VIMS and is currently undertaking a comprehensive strategic planning effort that will be complete by June 2009. VASG is composed of a Research & Administration Office (R&AO), Communication Center, and Marine Extension Program. The Director, Assistant Director for Research, Communication Director, and the Associate Director for Extension comprise the VASG's Executive Management Team, which has overall coordination and management responsibilities. The Assistant Director for Research is located in the R&AO, which oversees the VASG award from NOAA and all VASG sub-awardees for research, extension, education and communication. VASG maintains stakeholder advisory committees to provide input and guidance in program priorities and activities.

The Assistant Director for Research works assists the Director in all aspects of planning, management and administration of the VASG program, with a primary administrative role for managing the research and graduate fellowship funding processes, program evaluation, monitoring and national reporting activities, and working with the Director on strategic planning and targeted VASG initiatives. The Assistant Director will have a research faculty appointment in VIMS, the Commonwealth's marine resource advisor and home to the College of William & Mary's School of Marine Science.

Required Qualifications:

- Academic qualifications equivalent to an Assistant Professor in an academic department.
- Experience and interest closely related to Sea Grant mission (research, extension, education and communication to advance sustainability of coastal and marine resources, ecosystems and communities through providing science-based information to decision-makers). The minimal requirement is a Ph.D. in marine, natural or social sciences.
- Demonstrated experience in research, research administration, or related areas.
- A working knowledge of proposal peer review procedures and grants management practices.
- Program management experience, including project oversight and reporting, program evaluation, staff management, etc.
- Demonstrated ability to effectively communicate verbally and in writing with a variety of audiences, including scientists, extension and marine advisory professionals, educators, university and federal research administrators, industry, non-profit sector, and peers at Sea Grant programs nationwide.

Preferred Qualifications:

- Additional experience with one or more of the following VASG initiatives: 1) policy implementation and management studies; 2) design and facilitation of multi-party dialogue, collaboration, and consensus-building; and/or 3) collaborative research and monitoring among scientists, industry, managers and/or non-profits.
- Grant-writing and fund-raising experience. General understanding and experience with budgeting and fiscal management responsibilities.

Primary Responsibilities:

Assist the Director in all aspects of planning, management, and administration of the Virginia Sea Grant program. The Assistant Director is a member of the Executive Management Team and as such, is responsible for strategic planning, managing the national proposal and reporting processes, compiling VASG's omnibus proposal to NOAA, and administering VASG's implementation plan and program monitoring and evaluation activities. The Assistant Director will coordinate communication and information flow with and among VASG management-related committees and boards. S/he will represent VASG at state, regional and national meetings essential to the administration of the VASG program, and coordinate information flow to collaborators and partners in these efforts.

Research and Graduate Fellowship Funding. The Assistant Director will have a leadership role in administering the VASG research and graduate fellowship funding announcements and portfolio. The Assistant Director will work with Director and in conjunction with VASG's stakeholder advisory committees in research program planning and priority setting, coordination and drafting announcements and its dissemination. The Assistant Director will conduct outreach to enhance awareness of funding opportunity, coordinate external peer reviews and panel review meetings, and maintain communication and coordination with the VASG-funded principal investigators.

VASG administers several graduate fellowship programs, including the prestigious Knauss Marine Policy Fellowship. The Assistant Director will prepare and distribute announcements, promote the fellowship, arrange for candidate interviews, maintain records, work with the VASG Fiscal Officer to prepare final application packages, and liaison with the National Sea Grant Office on Knauss and other graduate fellowship programs.

Program and project oversight and evaluation. The Assistant Director will have a leadership role in conducting and overseeing program and project oversight and evaluation activities, including working closely with fiscal office in monitoring implementation of research awards and coordinating national reporting, and conducting site visits to VASG-funded research projects. Further, VASG is designing, testing, and implementing on-going program monitoring activities to assess the relevance, impact and overall effectiveness of VASG programming; the Assistant Director will have a leadership role in program monitoring. The Assistant Director will work with the VASG communication center and other staff in implementing the VASG communication strategy.

Additional Opportunities and Responsibilities:

Governance and Management Studies and Dialogue. Depending upon the Assistant Director's strengths and interests, s/he may work with the Director in building program capacity to provide governance and management studies and research services to stakeholders and sponsor multi-party dialogues on critical emerging issues, potential conflicts, or other issues where proactive, collaborative strategies would be beneficial. The Assistant Director may serve a leadership role in coordinating and overseeing student interns, administering a visiting coastal and ocean policy scholars program, collecting and analyzing monitoring data or providing other third-party information gathering services, and/or facilitating multi-party problem-solving activities.

Collaborative Research. Depending upon the Assistant Director's strengths and interests, s/he could work with Director in advancing collaborative research and monitoring programming in the Chesapeake Bay and Mid-Atlantic, including capacity building among scientists and industry, administering requests for proposals (RFPs), and fund-raising. The Assistant Director may serve a leadership role in administering a graduate fellowship program in collaborative research, building and implementing partnerships with key stakeholders to advance collaborative research in fisheries conservation engineering and other areas of fisheries and marine science, and/or promoting collaborative monitoring capacity among industry and non-governmental organizations to systematically monitor ecosystem health, services and resiliency.

While the Assistant Director's primary responsibilities involve the administration of the VASG program, there may be opportunities for research and teaching.

Compensation: Competitive benefits package, salary commensurate with experience.

To apply: Candidates must submit an application letter, curriculum vita, statement of interest and qualifications, and the names and contact information for at least three references over the College's online job site at <http://jobs.wm.edu>. Please submit a concise statement of interest detailing the candidate's strengths in both the core functions and responsibilities of the Assistant Director and the additional areas of VASG interest (i.e., governance and management studies; design and facilitation of multi-party dialogue; and/or collaborative research and monitoring of ecosystem health and services among scientists, industry, managers and/or non-profits). Review of applications will begin on June 22, 2009 and continue until the position is filled. A September 1, 2009 start date is anticipated.

For more information: Contact Troy Hartley, thartley@vims.edu. Additional background on VASG is available at <http://www.vims.edu/seagrant>.

William and Mary is an AA/EEO Employer. Underrepresented groups are strongly encouraged to apply.