

July 2012

## **SCIENCE COORDINATOR**

Sea Education Association is seeking a new Science Coordinator to begin working immediately. This is a full time position and includes benefits.

### **OVERALL RESPONSIBILITIES**

Works under the supervision and guidance of the Academic Dean to coordinate and manage a number of specific areas of responsibility within and for Academic Programs and the vessel laboratories.

These areas of responsibility include hiring, scheduling and training Assistant Scientists, ensuring compliance with domestic agency research clearance and State Department foreign research clearance requirements, acting as liaison to coastal states, coordinating program activities between Academic Programs and Ship Operations and managing science budgets for the Academic Dean. The Science Coordinator will also support the Assistant Science Coordinator whose responsibilities include selecting, purchasing and maintaining scientific and technical equipment and purchasing and maintaining scientific supplies for shore and shipboard use. In addition, the Science Coordinator works closely with the Associate Dean of Institutional Relations and Research to manage data and archive collections generated by SEA.

As assigned by the Dean, the Science Coordinator may also carry out other support responsibilities. These responsibilities could include specific tasks related to program development, program and teaching preparations, teaching and program participation, and possible time on the ship during at-sea programs or during yard periods.

### **QUALIFICATIONS**

- MS/MA in a science or engineering field; MS in marine science preferred.
- Minimum 1 year of experience with seagoing research or field-based education programs, familiarity with SEA programs and vessels helpful.
- Minimum 1 year managerial experience.
- Must have excellent communication and organizational skills.
- Ability to work and communicate well with diverse groups (ie, research scientists, government officials, administrators, vessel operations staff).
- Reading, writing and conversational skills in Spanish are important considerations for dealing with coastal states.
- Proficiency with PC computer systems, word processing, spreadsheets, graphics and database software a must.
- Flexibility, ability to multitask.
- Budget development and expenditure monitoring experience helpful.
- Familiarity with operation and troubleshooting of common oceanographic equipment and software helpful.

- Shipboard participation requires physical ability and agility to quickly move and to react to events on deck, to access below decks, to climb aloft, and to live and work in confined spaces. Also, life at sea demands the physical, psychological and emotional ability to adapt to a ship's watch schedule, and to withstand extended periods of time on a moving vessel without daily access to shore resources.

### APPLICATION PROCESS

If interested please send cover letter, resume and contract information for three references by email to [scienceco@sea.edu](mailto:scienceco@sea.edu) or send printed copies to:

Science Coordinator SEARCH  
Attn: Mary Engels  
Sea Education Association  
P.O. Box 6  
Woods Hole, MA 02543

Applications will be reviewed until the position is filled.  
SEA is an Equal Opportunity Employer.