

April 2013

## **TECHNICAL SCIENCE COORDINATOR**

Sea Education Association is seeking a new Technical Science Coordinator to begin working early summer 2013. This is a full-time, Woods Hole, MA based position and includes benefits.

### OVERALL RESPONSIBILITIES

Works under the supervision and guidance of the Academic Dean to coordinate and manage specific areas of responsibility within and for Academic Programs and the vessel laboratories. Also may assist with day to day support of marine operations for safe and successful operation of SEA's two vessels

These areas of responsibility include the management of safety with regards to vessel laboratory, wire, and deployment operations; maintaining, troubleshooting, and providing training and documentation/recordkeeping on a variety of oceanographic instruments and scientific equipment; selecting and purchasing consumables and scientific equipment for use at sea and on shore; and coordinating program activities between Academic Programs and Ship Operations. In support of these tasks, the Technical Science Coordinator will be expected to travel to the ships during their annual maintenance periods. The Technical Science Coordinator will also support the Administrative Science Coordinator whose responsibilities include hiring and scheduling shipboard scientific crew and working with the State Department to ensure compliance with foreign research clearance requests. In addition, the Technical 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 Technical 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.

### QUALIFICATIONS

- MS/MA in a science or engineering field, or equivalent technical experience/training.
- Minimum 1 year of experience with seagoing research or field-based education programs, familiarity with research vessels helpful.
- Knowledge of operation, maintenance, support and troubleshooting of common oceanographic equipment and software required.
- Proficiency with Windows computer systems, networks and instrument networks, word processing, spreadsheets, graphics and database software required.
- Must have excellent communication and organizational skills.
- Ability to work and communicate well with diverse groups (i.e., research scientists, vessel operations staff).

- Flexibility, ability to multitask and readiness to assist vessels as needed.
- Budget development and expenditure monitoring experience 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 contact information for three references by email to [techscico@sea.edu](mailto:techscico@sea.edu) or send printed copies to:

Technical Science Coordinator SEARCH  
Attn: Emily Carruthers  
Sea Education Association  
P.O. Box 6  
Woods Hole, MA 02543

All application review begins May 1<sup>st</sup>.  
SEA is an Equal Opportunity Employer.