



SEA Semester[®]
Environmental Studies in Woods Hole & at Sea

Job Posting: **Science Operations Coordinator**

Sea Education Association (SEA), www.sea.edu, invites applications for a permanent, full-time position of Science Operations Coordinator. SEA is a non-profit educational institution located in Woods Hole, MA, which offers innovative and rigorous oceanography and environmental science programs on our campus and aboard our state-of-the-art sailing research vessels, *SSV Corwith Cramer* and *SSV Robert C. Seamans* in the Atlantic and Pacific Oceans.

We seek a candidate who desires a diverse and challenging interdisciplinary position and understands what it takes to be an essential part of a team. Candidates should be professional, self-motivated and highly organized. Additionally, we require the flexibility to be able to meet the needs of our sailing school vessels which means occasional work during non-traditional work hours (nights and weekends).

Position Summary

The Science Operations Coordinator will play a vital role in supporting and promoting science operations on board SEA's two sailing school vessels and at our campus. S/he will work alongside the Science Programs Coordinator, Marine Operations staff, as well as the Marine Science faculty in support of marine science programs and overall ship operations. This position requires an individual to be able to multi-task effectively, be flexible and innovative, and possess good communication skills. The ability to work as part of a team is also essential to this position. The Science Operations Coordinator may also have the opportunity to sail as an assistant scientist or teaching assistant as needed. Travel to the ships during maintenance periods for two to six weeks per year may also be required. S/he reports to the Director of Marine Operations.

Primary Responsibilities

- Install, service, maintain and troubleshoot shipboard scientific instrumentation, equipment and systems
- With the Science Program Coordinator, serve as dedicated shore-based support for shipboard science staff to aid in troubleshooting of shipboard instrumentation, equipment and systems
- Identify, implement, and manage improvements to shipboard safety with regards to vessel laboratory, wire and deployment operations, and other scientific operations on board vessels
- With the Science Program Coordinator, secure the proper permitting and Marine Scientific Research Authorizations for SEA cruises and coordinate program activities between Academic Programs and Marine Operations
- Manage the annual science operations budget, participate in the grant writing process for lab and science equipment improvements, and track expenses relative to awarded grants
- Procure, stock, and coordinate delivery of science supplies and equipment for the ships

- Collaborate with various entities internal and external to SEA to coordinate non-routine logistics prior to each cruise
- Manage SEA's scientific data, including data archiving and dissemination
- Travel to the vessels throughout the year as needed (e.g., during annual maintenance "yard" periods) in support of on-board improvement efforts as well as to ensure installed systems are operational and properly maintained.
- Coordinate and aid in the implementation of ship-to-shore communications and logistics as well as administration of the shipboard network and computing systems.
- As assigned by the Director of Marine Operations, the Science Operations Coordinator may also carry out other vessel support responsibilities.

Additional Responsibilities

- Works closely with the Science Program Coordinator to:
 - Manage the archiving of oceanographic data and samples
 - Outfit and manage the shore-based laboratory
 - Continually assess SEA's shipboard science protocols for areas of improvement, including safety management
- Collaborate with other Marine Operations staff to:
 - Ensure timely coordination of logistics for vessel arrivals and departures and other at-sea activities
 - Foster innovative approaches to communication between the vessels and shore-based faculty and staff
 - Identify and coordinate professional development and training opportunities for shipboard crew.
- Identify and represent SEA at various science-based educational and outreach events
- Other duties as assigned

Position Requirements

Minimum Qualifications

- BS in Biology, Chemistry, Oceanography, or other related field
- 1-3 years of relevant experience in a professional setting
- Familiar with research vessel or sailing school vessel operations
- Working knowledge of oceanographic or marine science sampling methods
- Familiar with oceanographic sampling software (Ocean Data View, Sea Bird processing software, etc.)
- Proficient with word processing, spreadsheet and database software
- Familiar with shipboard network and computing systems
- Excellent interpersonal skills, both verbal and written
- Demonstrated project management and organizational skills
- Demonstrated ability to establish and maintain positive relationships with colleagues, staff, students and outside agencies
- The ability to travel or go to sea for extended periods

Preferred Qualifications

- MS in Biology, Chemistry, Oceanography, or other related field
- Experience overseeing or managing staff and/or volunteers
- Working knowledge of administration of shipboard network and computing systems
- Familiar with UNOLS goals and standards

Salary & Benefits

Salary commensurate with experience. Salary includes a competitive benefits package. SEA is an Equal Opportunity Employer.

To Apply

Please send electronic copies of your cover letter, current resume, and 3 professional references via email to: scicoordsearch@sea.edu

Application Review will commence: Friday, October 21st 2016

About Sea Education Association

SEA is a global teaching, learning and research community dedicated to the exploration, understanding and stewardship of marine and maritime environments.

SEA empowers students with life-changing sea voyages of scientific and cultural discovery, academic rigor and personal growth. Our SEA Semester program features an interdisciplinary curriculum and dynamic leadership-development experience – at sea aboard tall ships and on shore.