

Position Announcement
COLLEGE OF OCEANIC & ATMOSPHERIC SCIENCES
OSU SHIP OPERATIONS, NEWPORT, OREGON
Ship Operations Coordinator

Position: The College of Oceanic and Atmospheric Sciences (COAS) at Oregon State University announces the availability of a full-time position for a Ship Operations Coordinator. We seek an applicant to provide administrative support in a wide variety of areas to the College of Oceanic and Atmospheric Sciences Ship Operations group. Ship Operations operates the Research Vessels WECOMA and ELAKHA, and the west coast UNOLS van pool for Oregon State University and is responsible for all aspects of the vessels' operations including obtaining grant funding, staffing the vessels, establishing operating schedules, maintaining the vessels and conforming to all regulatory aspects of vessel operation.

Background Information: COAS is one of the world's leading oceanographic and atmospheric sciences graduate research institutions, with more than 200 faculty and staff members, more than 90 graduate students, and a wide variety of assets including an excellent computing infrastructure, state-of-the-art analytical facilities, and two research vessels.

Appointment: Full-time (1.0 FTE), 12-month fixed term professional faculty appointment subject to annual renewal. Annual salary range is \$34,000-\$40,000.

Responsibilities and Duties: Manages all administrative personnel functions for ship and ship support personnel including:

Payroll: Manages all payroll processes. Develops & implements internal procedures to ensure all employees are compensated on time and at the correct rates. Monitors leave balances for all personnel & advises employees of over or under use. Resolves issues with pay and leave as required. Handles entire timekeeping function, including: collecting & reviewing timesheets, inputting data, and researching/correcting errors in time worked, and leave accrued and used. Sorts and distributes paychecks and statements for all employees. Personnel: Generates, monitors and maintains all personnel action forms including those required for new employee registration and staff benefits. Monitors mariner's health program, including drug tests, physicals, inoculations, etc. Prepares and submits SAIF accident reports. Initiates, maintains and closes searches for new hires under general direction of Marine Superintendent. Monitors employee training program. Monitors employee licenses, merchant mariner documents, passports; provide sea time records/letters, drug test reports, etc.

Establishes draft annual schedules and maintains vessels' schedules as requirements change. Assists in proposal preparation and submission via the NSF FASTLANE system, and in the tracking of granted funds including the determination of daily rates for the R/V WECOMA and hourly rates for ELAKHA.

Serves as the focal point within Ship Operations for the administration and utilization of personal computer systems including both hardware and a wide variety of software used to support administrative functions and web page management. Manages the office's Local Area Network with the assistance of technicians from the Marine Technician group, HMSC network administration and COAS and OSU Computer Center personnel. Be familiar with Internet services. Assists in the identification and development of computer software and procedures for administrative support on board R/V WECOMA such as forms generation, etc. Maintains the Ship Operations web site.

Performs secretarial services for ship operations including: Answers telephone and takes messages. Provides information and assistance to scientific personnel, visitors and the public. Proofreads and edits documents for spelling, punctuation, grammar, clarity, and conformity with college, university, state or federal guidelines, procedures and requirements. Prepares, edits, and arranges for printing of departmental forms, manuals and other publications as required. Maintains paper and computer based files for correspondence, proposals, personnel, training, operations and administrative reports, etc.

Provides logistic support to R/V WECOMA and associated scientific parties: Arranges and monitors all travel for Ship Operations staff and WECOMA crew including relief personnel. Prepare travel claims, authorizations, requisitions and related paperwork. Advises personnel regarding OSU travel guidelines and monitors compliance. Assists Marine Superintendent in obtaining foreign research clearances through the State Department. Maintains voice, digital and FAX communications with ship at sea by INMARSAT and related methods. Monitors WECOMA and ELAKHA official documents including ABS Load Line, USCG Stability Letter, etc. Assists Marine Superintendent, Port Engineer and other Ship Operations personnel in providing agent services, equipment and supplies, services, etc., to WECOMA.

Provides administrative support to Superintendent in the area of collective bargaining, preparing and proofreading proposed bargaining strategies. Provides recommendations to Superintendent for changes to the bargaining agreement based on research and application of provisions in administrative activities. Researches, compiles information and makes recommendations to the Marine Superintendent regarding comparative wages, premium pay, shore leave and other compensation for vessel crew members at other UNOLS institutions. Determines the anticipated costs and feasibility of management and union proposals prior to and during negotiations. Advises Ship Operations supervisors on correct procedures for preventing and resolving employee problems and issues. Provides consultation on hiring, termination and disciplinary procedures. Researches rules, laws and union contracts in order to prepare responses to grievances.

The position will be located in Newport Oregon.

Qualifications: Work experience: Minimum of 5 years of experience in an administrative or supervisory position within an academic or research institution. Preference will be given to applicants with: Knowledge of USCG regulations regarding vessel officers and crew including licensing, documentation, medical requirements and drug testing. Experience with personnel management and labor relations within a public sector organization. Experience with research proposal preparation and submission. Ability to compose policy manuals, directive memos and correspondence including an excellent knowledge of the English language, spelling and grammar. Ability to communicate with diplomacy and tact in difficult situations and to enable cooperation and collaboration with diverse communities. Computer skills, including: MS Excel, word processing, database, & web page development and maintenance that augment and support the performance of the duties of the position. Superb business, analytical, organizational, problem solving and time management skills with demonstrated ability to plan, implement, evaluate, and report on activities.

University and Community: OSU is one of only two American universities to hold the Land-, Sea-, Sun- and Space-Grant designations and is the only Oregon institution recognized for its “very high research activity” (RU/VH) by the Carnegie Foundation for the Advancement of Teaching. OSU is comprised of 11 academic colleges with strengths in natural resources, earth dynamics and sustainability, life sciences, entrepreneurship and the arts and sciences. OSU has facilities and/or programs in every county in the state, including 12 regional experiment stations, 41 county extension offices, a branch campus in Bend, a major marine science center in Newport, and a range of programs and facilities in Portland. OSU is Oregon’s largest public research university, conducting more than 60 percent of the research funded throughout the state’s university system.

OSU main campus is located in Corvallis, a community of 53,000 people situated in the Willamette Valley between Portland and Eugene. Ocean beaches, lakes, rivers, forests, high desert, the rugged Cascade and Coast Ranges, and the urban amenities of the Portland metropolitan area are all within a 100 mile drive of Corvallis. Approximately 15,700 undergraduate and 3,400 graduate students are enrolled at OSU, including 2,600 U.S. students of color and 950 international students.

The university has an institution-wide commitment to diversity, multiculturalism and community. We actively engage in recruiting and retaining a diverse workforce and student body that include members of historically underrepresented groups. We strive to build and sustain a welcoming and supportive campus environment. OSU provides outstanding leadership opportunities for people interested in promoting and enhancing diversity, nurturing creativity and building community.

Application Deadline: Closing date is August 24th 2007.

To Apply:

To access application instructions, go to <http://oregonstate.edu/jobs>, posting 0001229, and for the Ship Operations website go to <http://www.shipops.oregonstate.edu/ops/wecoma/>.

Questions about the position may be directed to Linda Oliver, phone (541-867-0295), fax (541-867-0294), or email (oliverl@onid.orst.edu).

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