



**SEA Semester**<sup>®</sup>  
Environmental Studies in Woods Hole & at Sea

## Science Operations Coordinator

Sea Education Association (SEA), [www.sea.edu](http://www.sea.edu), invites applications for the 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.

SEA is an EOE and committed to the development of a multicultural environment. We value input of multiple viewpoints and perspectives across the organization; our goal is to create an academic and working community that is rich with cultural, social and intellectual diversity.

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. This position requires an individual to be able to multi-task effectively, be flexible and innovative, and possess excellent communication skills. Travel to the ships during maintenance periods is required; the individual may also sail periodically as assistant scientist or teaching assistant, as needed. Candidates must be able to meet the needs of our sailing school vessels which means occasional work during non-traditional work hours (nights and weekends); operations span multiple time zones and sometimes the night and weekend work can be unpredictable.

### Overview of Responsibilities

Supports and promotes science operations on board SEA's two sailing school vessels and in shore laboratories on our Woods Hole campus. Works alongside the Science Programs Coordinator, Marine Operations staff, Academic Dean, and Marine Science faculty in support of marine science programs and overall ship operations.

- Install, service, maintain and troubleshoot on-board scientific instrumentation, equipment, and systems. Serve as shore-based support to aid in troubleshooting when not physically on vessel. Plan, schedule, and track annual instrumentation calibrations.
- Continually assess SEA's shipboard science protocols for areas of improvement, including safety management. Ensure that all protocols are up-to-date and consistent across both vessels and on shore.
- Identify, implement, and manage improvements of shipboard safety with regards to vessel laboratory, wire and deployment operations, chemical handling, and other scientific operations.
- Plan and coordinate science portion of maintenance periods in collaboration with Academic Programs and Marine Operations staff. Implement plans for maintenance and upgrades of science labs and equipment during these periods. Travel to the vessels as needed to ensure installed systems are operational and properly maintained as well as to support on-board improvements, typically 6-8 weeks per year.
- Coordinate and implement administration of the shipboard network and computing systems.
- 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 deliver science supplies and equipment for the ships.

- Collaborate with Science Program Coordinator on chemical hygiene plan for ships and shore, and on training of shipboard crew in chemical handling and waste management protocols.
- Assist Science Program Coordinator with proper permitting and research authorizations for SEA cruises, and in recruiting, contracting, and scheduling Assistant Scientists.
- Reports jointly to the Director of Marine Operations and the Academic Dean.

### **Position Requirements**

- BS in Biology, Chemistry, Oceanography, or related field
- 1-3 years of relevant experience in a professional setting
- Familiar with research vessel or sailing school vessel operations, including safe deployment practices and UNOLS goals and standards
- Experience and training in oceanographic or marine science sampling devices and methodologies
- 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
- Ability to go to sea, with limited outside communications, for extended periods (typically 6-8 weeks per year)

### **Preferred Qualifications**

- MS in Biology, Chemistry, Oceanography, or related field
- HAZWOPER certified and familiarity with laboratory and chemical management regulations
- Working knowledge of R, Python, or other programming languages
- Experience overseeing or managing staff and/or volunteers

### **Salary & Benefits**

Salary commensurate with experience. Salary includes a competitive benefits package. This position provides access to SEA sponsored trainings including but not limited to: Diversity, Wilderness First Responder, Leadership and Managerial Skills, and other US Coast Guard required courses.

### **To Apply**

A review of applications will commence on **Monday, 29 July 2019** and will continue until the position is filled. Applicants should submit electronic copies of a cover letter, current resume, and the names and contact information for 3 professional references.

Email materials to [sciencecoordinatorsearch@sea.edu](mailto:sciencecoordinatorsearch@sea.edu)

Questions about this position may also be sent to this address.

### **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.

