



THE UNIVERSITY OF
SOUTHERN MISSISSIPPI

GULF COAST RESEARCH LABORATORY

**Marine Education Center
Job Description**

JOB TITLE: Marine Educator

Date: February 15, 2012

Position Type: Full-Time Temporary

Term of Employment: March 12, 2012 – July 27, 2012

Direct Supervisor: Beth Jones, Educational Programs Manager

Rate of Pay: \$10.00/hour

How to Apply: Submit a resume, letter of interest, and a transcript to: GCRL-MEC, Attn: Beth Jones; 703 East Beach Drive; Ocean Springs, MS 39564 or via email to Elizabeth.r.jones@usm.edu

Application Deadline: February 29, 2012

JOB SUMMARY:

Assists in the implementation of all educational programs of the Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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| 5% | 1. Adheres to University and department policies, procedures, and regulations. |
| 75% | 3. Assists in implementing the educational programs of the MEC to include programs for students, teachers, lifelong learners, and the general public. |

15% 2. Assists in all aspects of animal husbandry to include nutrition, tank maintenance and operation involving periodic inspection and maintenance of equipment and water quality analysis

5% 4. Undertakes other duties as assigned by the Education Program Manager, Coordinator of Educational Programs, or the MEC Director.

SUPERVISORY RESPONSIBILITIES

None required.

INTERNAL/EXTERNAL RELATIONSHIPS

Contacts within the University include all MEC staff; within GCRL: Purchasing, Payroll, Physical Plant, Public Information, and boat crew.

Contacts outside the University include students, teachers, lifelong learners, public, community agencies, community colleges, and universities.

MACHINES, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, AND COMPUTER PROGRAMS

The machines, tools, equipment, electronic devices, and computer programs listed below are representative of those which must be utilized to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Utilizes personal computer, software including Word, Excel, PowerPoint, GoogleEarth and Elmo Visual. Uses equipment for teaching to include seines, sieves, yabbi pumps and other equipment. Also uses standard office equipment such as stapler, staple remover, and scissors.

COMPUTER SKILLS

Skill in computer keyboard use. Skill in using a mouse to make selections on a menu or screen. Basic knowledge and skill in maneuvering within a Microsoft Windows environment. Basic knowledge and skill in maneuvering within Windows based software applications such as Microsoft Word and Microsoft Excel. Basic knowledge and skill in using internet browsers such as Netscape Navigator to access web sites. Basic knowledge and skill in using email to send and receive correspondence. Proficiency in using search engines and web-based applications for research. Proficiency in Microsoft Word, Excel, and Access for reports and documents. Knowledge and skill in incorporating software tools and equipment into office procedures. Also must have considerable knowledge and proficiency in the PeopleSoft accounting system.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor of Science degree from a four-year college or university. Preferred but not required: one to two years of experience in non-formal educational settings.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Communication skills with diverse groups.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Valid Mississippi Driver's License. CPR and First Aid certification (training provided). Lifeguard Certification preferred but not required.

The individual in this position must be willing to submit to a regional background check, a review of the Child Abuse Central Registry and the Federal Bureau of Investigation to include fingerprint processing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to grasp objects, tools, or controls; and performs repetitive motions with hands, wrists, or fingers.

The employee is occasionally required to stoop, kneel, or crouch; reach objects with hands and arms; and push or pull objects.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee encounters no special environmental working conditions while performing the duties of this job.

The noise level in the work environment is usually moderate.