



**Application Deadline: 16-Sep-2014**

**Job Title: Research Vessel Science Services Manager**  
**Reports to: Director of Marine Operations**  
**Location: Any US City**

**Schmidt Ocean Institute** is currently seeking highly experienced candidates for the permanent position of **Science Services Manager**. The opening is a unique opportunity to join this young organization to fulfill a full-time shoreside and seagoing position in support of a 275'/82.9m oceanographic research vessel. The Science Services Manager will work aboard the research vessel FALKOR approximately two to three months per year with the remaining months working in a shoreside office.

The Science Services Manager will report to the Director of Marine Operations as well as the shipboard Lead Marine Technician. They will work closely with the Lead Marine Technicians, Marine Technicians and the Remotely Operated Vehicle Technicians to help manage the success of scientific cruises.

In addition to shore-side duties the Science Services Manager will be required to attend FALKOR for approximately two to three months per year as a Marine Technician supplementing the science department and to remain current with systems and operational procedures aboard the ship. The Science Services Manager may from time-to-time be requested to attend training or participate in field-related conferences.

Baseline duties of the Marine Technicians aboard FALKOR are be similar to the duties described in the document "*Knowledge and Skill Guidelines for Marine Technicians Who Work Aboard Research Vessels*":

<http://www.marinetech.org/files/marine/files/Workforce/KSG.OITfinal.9.10.10lr.pdf>

**Requirements:**

- Advanced degree in marine science, physical or engineering science or a combination of technical schooling and job experience.
- Must have 5+ years of experience sailing aboard ocean-going research vessel.
- All citizenships welcomed to apply. Non-US applicants must be able to obtain B-1 Visa to work in the US.
- Must be fluent in speaking, reading and writing the English language.
- STCW-95 certificates covering Basic Safety Training which includes First Aid and CPR.
- Possess a valid driver's license.

**Core Duties:**

- Manage the science technical requirements required for each science cruise supported aboard FALKOR.
- Work closely with Principal Investigator and Chief Scientists to prepare for the collaborative work in accordance with the Institute's timeline.
- Source and procure additional science equipment for particular cruises.
- Define deliverables and set priorities of the shipboard Marine Technician team in coordination with the Lead Marine Technicians.
- Frame and schedule the work of the Marine Technician team.
- Communicate the work, priorities, resources and deadlines of the Marine Technician team across the Institute.
- Assist the Lead Marine Technicians administrating the Marine Technician team.
- Manage and coordinate new project work for Marine Technician team.
- Organize relief Marine Technicians to sail aboard FALKOR based on cruise requirements.
- Participates in the selection review of future science cruises.
- Rationalize the existing data and backups of the science cruises.
- Facilitate contractual agreements for the Institute's collaboratively collected science data and information products (e.g. UHDAS, SAMOS, and R2R)
- Manage Institute's collaboratively collected science data to make it publicly available.

**Tasks:**

- Scheduling - Maintains an overview of the Institute's cruise schedule and ensures proper coverage by the appropriate members of the Marine Technician team.
  - a. Set priorities of tasks and projects regarding cruise preparation timeline.
  - b. Assist Lead Marine Technician with leave rotation, defining Marine Technician staffing on cruises.
  - c. Arrange relief Marine Technician team members as needed.
  - d. Sail aboard the ship two to three months per year, with possible requirement to train new or relief Marine Technicians as well as sail during periods of urgent technician relief.
  - e. Work aboard the ship during critical system installations, whether at dock or at sea.
- Budget and Inventory - Advocate for new equipment (defining timelines, sourcing equipment and planning installation).
  - a. Budget priority setting:
    - i. Equipment
    - ii. Cruises
    - iii. Conferences/travel, etc.
  - b. Cruise planning:
    - i. Lead the technical side of Cruise Planning

- ii. Plan upcoming science cruises up to two months prior to commencement of the cruise then hands over to the Lead Marine Technician
- c. Dockside Planning:
  - i. Shipyard periods
  - ii. New installations
  - iii. Vendor scheduling
  - iv. Outreach
  - v. New Hire/Relief Marine Technician Training
  - vi. Coordination of Technical Meetings
- d. Marine Operations:
  - i. Regularly attend Marine Operations meetings and keep Marine Technician and ROV teams informed.

**Contact:**

To apply, send a letter of interest and a resume / CV to [jobs@schmidtocean.org](mailto:jobs@schmidtocean.org) that very clearly outlines how you meet the above duties, requirements and experience desired.