

DIVING PROGRAM OFFICER

Function of Job:

Under administrative supervision from designated administrator and/or appropriate institutional board, manage all aspects of campus diving program, including related personnel/equipment, training, and safety regulations and standards.

Characteristic Duties and Responsibilities:

1. Maintain financial integrity of assigned scuba program through course offerings, research diving courses, and grant proposals.
2. Oversee all college/university diving programs to assure conformance to all applicable local, federal, state, University System/university policies and standards, with special attentions to safety.
3. Approve dive plans, maintain logs on individual divers, and prepare annual summary of activities.
4. Provide training, certification, and course instruction.
5. Serve as permanent member of the Diving Control Board.
6. Provide support to members of the college/university community with marine interests in areas related to research diving.
7. Establish and supervise maintenance of all college/university diving equipment, including certification of all breathable air sources.
8. Review and evaluate existing policies, standards, and regulations concerning diving safety and efficiency, and recommend revisions and/or additions to the Board as necessary.
9. Make judgments as to prudence and safety of any diving activities, with Board authorization to restrict or suspend any such activities.
10. Maintain certification records, including medical examinations, of all personnel diving under the auspices of the college/university.
11. Hire, evaluate, train, supervise and schedule work for staff and students, as assigned.
12. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in related scientific subject area and two years of experience with a diving program.
2. Certified as a scuba diving instructor or have equivalent diving supervisory experience.
3. Scientific diver status and member of the American Academy of Underwater Scientists (AAUS).
4. Thorough knowledge of all local, federal, state regulations and standards related to diving activities.
5. Supervisory skills.

Additional Desirable Qualifications:

1. Experience working in college/university diving program.
2. Experience with the operation of small vessels.
3. Instructor in CPR, first aid, oxygen administration.

5/11/00
System Approval

4/3/00
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.