**Position:**

**Program Assistant for the U.S. Geological Survey Southwest Climate Adaptation Science Center**

**Office Location:** ENR2 Building, 4th Floor (1064 E. Lowell Street, Tucson, AZ 85721)

**Scope of work:**

Primary duties include assisting with meeting planning and logistics, research project tracking, and communication product development; and assisting in outreach with science and education events. Serves as a point of contact for SW CASC principal investigators and consortium partners; coordinates with UA program staff and reports to USGS program staff.

Secondary duties include assisting staff with standard office paperwork, data entry and database maintenance; meeting note-taking/transcription, and possible CASC project management working group contributions.

**Qualifications:**

* Required Education: Must be enrolled in the current Fall 2020 term as a **graduate student** at the University of Arizona. Hiring is contingent upon verification of current student status.
* Must attach Fall 2020 class schedule.
* Must be able to take and pass federal government background check.
* Experience in meeting preparation and facilitation (both virtual and in-person) preferred

**Skills:**

* Strong interpersonal, organization, and communication skills.
* Familiarity with Google web-based office suite (Docs, Sheets, Drive)Windows computer operating systems.
* Familiarity with Microsoft Office Software (Word, Excel, Publisher, PowerPoint).
* Strong writing/editing skills.
* Detail Oriented
* Proactive; ability to work independently

**Hours/week:** 10-15 hours (15 preferred) Must be available to work within the 9 am to 5 pm, M-F work week.

**Pay Rate/hr:** $22.55

**Benefits:** None

**Advertised Physical Requirements:**

Standard office environment. Must be able to bend, stoop, carry, climb stairs, lift and move 50 pounds or more, walk to various campus offices, grasp objects with fingers or hands, type, hear and speak clear concise English.

**To apply go to:** [**https://forms.gle/RapyLcp6xa4qCavs5**](https://forms.gle/RapyLcp6xa4qCavs5)

**Application deadline: September 1, 2020**

**For any questions or concerns regarding the position, please contact Sarah Gruza at**

[**s**](mailto:sfgruza@email.arizona.edu)**fgruza@gmail.com**

Hiring subject to the availability of funds at the time of hire.