

WRRC GAO 2020-21 – Position Description

1 or 2 Graduate Students @ 10 to 20 hours/week

Duties: The WRRC's GAO will be an integral member of the WRRC's outreach team, contributing to the success of outreach campaigns, events, regular and intermittent publications, community engagement initiatives, and applied research. The position will help inform the public and professionals of many kinds about pressing water issues faced by the region and beyond. Specific duties may include:

- Assist in the research, writing, design and layout outreach materials, including PowerPoint presentation and maps;
- Perform independent research and draft short articles on assigned topics and themes for the Weekly Wave e-news digest;
- Collect, organize, and display county level data on water resources from multiple sources;
- Be responsible for collecting, organizing and synthesizing information on the activities of the WRRC and associated programs for annual reporting;
- Work closely with WRRC personnel and others in the planning and coordinating outreach events and programs, including the Annual Conference and Brown Bag seminar series;
- Organize and maintain special purpose contact lists;
- Assist with communication through electronic media, including developing website and social media content;
- Assist the director on individual projects;
- Perform other duties as assigned.

Required skills/experience: The candidate must have strong communication and organizational skills, be able to work in teams and independently without close supervision. Specific skills include:

- Basic knowledge of Southwestern water resource issues;
- Experience with collecting, organizing, analyzing, and displaying data;
- Research experience with gray literature, news sources, and secondary materials;
- Strong ability to write for non-experts including the public;
- Experience creating and presenting with PowerPoint or equivalent;
- Facility with MS Word and Excel and Adobe Acrobat.

Desired skills/experience: The preferred candidate will also have:

- GIS experience with producing maps;
- Knowledge of hydrology, water resources policy, water law, environmental science and/or related disciplines.

Until further notice, the Graduate Student Assistant will work remotely, communicating with the WRRC supervisor through email, Zoom meetings, etc. The student should be available to meet weekly on Monday mornings, at 10:00 am or other mutually convenient time. The position start date is September 8, 2020, or as soon thereafter as feasible. Submit a letter of interest, resume, and two references to Michael Seronde at seronde@arizona.edu