



COLLEGE OF AGRICULTURE & LIFE SCIENCES
COOPERATIVE EXTENSION

WATER RESOURCES RESEARCH CENTER

The Water Resources Research Center (WRRC) seeks applicants for a student hourly position at \$15.00/hour for 10 hours per week. This position will be overseen by WRRC staff in close collaboration with Arizona Department of Environmental Quality (ADEQ) and the College of Agriculture and Life Sciences (CALS) Cyber Communications and Technologies (CCT). The student will assist in amending documents with missing metadata, creating document collections, and testing a web-based database application as part of the development process of the new ADEQ historic water quality standards records catalogue, including documents from 1980s to present. This position will start in September 2021 and continue through the end of the Spring 2022 semester, with possible extension depending on funding.

Duties and Responsibilities

- Under general supervision, work with project team to support database development goals and assist with document management by adding/editing/removing metadata
- Find documents with missing metadata and retroactively add metadata based on established criteria
- Assist with creating and modifying collections of documents based on defined criteria
- Execute test cases for database as components and functionality of the application are developed
- Assess and clearly document metadata progress and test case results/defects
- Complete tasks on schedule

Minimum qualifications

- Undergraduate coursework in physical science or information technology disciplines or related field with relevance to the position description and requirements
- Working knowledge of database advanced searching and queries
- Excellent writing and oral communication skills
- Ability to work independently and professionally
- Strong problem-solving skills with proficient documentation skills
- Ability to interact effectively with a diverse array of individuals and groups

Preferred Qualifications

- Familiarity with surface water quality standards, rules, and regulations
- Experience with quality assurance testing
- Understanding of technical details and business rules of the software products

Please submit a resume and cover letter to Ashley Hullinger (hullinger@email.arizona.edu) by September 3, 2021. Consideration of applicants will begin immediately.