Student Job Opportunity: Science Communications and Program Support

U.S. Geological Survey
National Climate Adaptation Science Center (NCASC)

The U.S. Geological Survey’s National Climate Adaptation Science Center (NCASC) is seeking to hire 1-2 students for paid positions to assist with science communications and program support activities.

About NCASC: NCASC is located at USGS headquarters in Reston, VA, and manages a network of eight regional Climate Adaptation Science Centers (CASCs) located throughout the U.S. Together, the National and Regional CASCs fund and conduct over 50 new science projects every year to understand how changing climate conditions impact fish, wildlife, ecosystems, and communities. Through this work, we aim to provide on-the-ground natural resource managers and other stakeholders with scientific information and decision-making tools to help them respond and adapt to these changes. NCASC conducts scientific research while also providing leadership and program support to the regional CASCs.

Requirements: The students must be enrolled in an undergraduate or graduate degree-seeking program. If an undergraduate, the student must be within two years of receiving his or her degree. The students should be available for at least one full year and able to work at least 20 hours per week. If the qualified candidates are interested and available to work more than 20 hours per week (up to 40 hours), we may be able to accommodate that as well. Hours are flexible, within reason, to accommodate educational commitments. The positions are planned for one year but have the potential to be extended for an additional year. The anticipated start date is January 2019.

Activities
- **Science Communications:**
  - Draft and post new content for the NCASC website, including news announcements, summaries describing funded projects, and feature stories highlighting the network’s science.
  - Draft communications materials such as fact sheets, postcards, PPT slides, website graphics, and reports.
  - Read, interpret, and summarize the results of scientific products for various outlets, including the NCASC website and handout materials.
- **General Program Support:**
  - Support NCASC scientific and project management processes and tools, including a project tracking and data repository system and a proposal management system.
  - Track publications and products from NCASC-funded research, enter new projects into our project tracking system, and update data and project information.
  - Other activities as needed.

Required Expertise/Skills:
- Education and/or demonstrated experience in science communications
- Education in environmental and/or biological sciences
• Ability to translate technical scientific information into a concise, engaging, and public-friendly format
• Excellent writing skills
• Excellent interpersonal skills and ability to work in a team setting
• Ability to organize, manage, and prioritize multiple tasks and projects at the same time
• Self-starter
• Attention to detail
• Comfortable learning new technologies and tools
• Familiarity with basic computer operations and “office” software
• Experience using web content management systems a bonus
• Experience in graphic design a bonus

Compensation: Students will be paid $17-27 per hour, depending on their level of education. These are student contract positions, and as such taxes are not automatically taken out of the students’ paychecks (students are responsible for paying quarterly taxes). Students will not accrue paid leave and will not be eligible to work or receive compensation on Federal Government holidays. Students will earn 1 hour of sick leave for every 30 hours worked.

Request for Resumes: To apply, email the following documents to Emily Fort (efort@usgs.gov) by September 3, 2018:
• Resume
• Cover letter: Describe your education and work experience. Be sure to include any education or demonstrated experience in science communications.
• Writing sample: This should be a non-technical writing sample that demonstrates your skills in communicating information to non-technical audiences, such as stakeholders or the general public.