

## TWO GRADUATE STUDENT OPPORTUNITIES – please circulate

The Water Resources Research Center (WRRC) and the UA Water Sustainability Program (WSP) are seeking talented students enrolled at the University of Arizona to fill two Graduate Assistant Outreach (GAO) positions. Both positions are half-time (20 hours/week), housed at the WRRC (350 N. Campbell Ave). Position descriptions are similar and students may apply for one or both positions. The ideal candidates will have a strong interest in water resources and the environment and have a suite of skills and experience relevant to outreach. Students are encouraged to visit the WRRC and WSP websites to learn more about the outreach missions and goals of these units.

### **Water Sustainability Program Graduate Assistant Outreach:**

The WSP's GAO student position supports the outreach activities of the WSP and WEES (Water, Environmental and Energy Solutions initiative) and includes: development of promotional and informational materials for print, electronic media and website applications; event planning and coordination; communications; organization and update of program information and metrics, website content, listservs and databases, and other duties as assigned.

The position would start in May 2013 with expected extension into the Fall and Spring semesters. During the Fall and Spring semesters, the assistantship covers tuition remission, health insurance and an annualized academic year salary of \$11,000 - \$13,000.

### **Qualifications:**

- Excellent organizational and communication skills, oral and written
- Enrolled in a UA graduate program and will carry a minimum of 10 units of graduate credit while Spring and Fall classes are in session
- Possess good computer skills: proficient in Microsoft Office
- Basic experience in graphic design and layout, Drupal websites, listserv management
- Experience in event planning

### **Preferred:**

- Proficient in Adobe InDesign and other Adobe products

### **To Apply:**

Interested students should send a statement of interest, resume including three references, writing sample, and unofficial transcript no later than **May 1, 2013** to Jackie Moxley at [jmoxley@cals.arizona.edu](mailto:jmoxley@cals.arizona.edu).

*Optional:* Include an example of graphic design and proficiency with Adobe software.

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### **Water Resources Research Center Graduate Assistant Outreach:**

The WRRC's GAO will be responsible for collecting, organizing and synthesizing information on the activities of the WRRC and associated programs for outreach; assist in the writing, design and layout of newsletters and other outreach materials; perform independent research and draft articles on assigned topics and themes for newsletters and other outreach materials; work closely with WRRC personnel and others in the

planning and coordinating outreach events and programs; organize and maintain contact lists; assist with communication through electronic media; perform other duties as assigned.

The position would start in May 2013 with expected extension into the Fall and Spring semesters. During the Fall and Spring semesters, the assistantship covers tuition remission, health insurance and an annualized academic year salary of \$11,000 - \$13,000.

**Qualifications:**

- Excellent writing and communication skills
- Knowledge of water resources and related issues
- Good computer skills: proficiency in Microsoft Office
- Experience in graphic design and layout: some proficiency in Adobe suite of products, including InDesign
- Good organizational and time management skills
- Enrolled in a UA graduate program and will carry a minimum of 10 units of graduate credit while Spring and Fall classes are in session

**Preferred:**

- Basic experience in Drupal websites and database management

**To Apply:**

Interested students should send a statement of interest, resume including three references, writing sample, example of graphic design using Adobe software, and unofficial transcript no later than **May 1, 2013** to Susanna Eden, email: [seden@cals.arizona.edu](mailto:seden@cals.arizona.edu).