



DETAILED JOB DESCRIPTIONS

Consortium Assistant Director

Objectives: (1) to administer the day-to-day operations of the CASC in cooperation with the USGS Assistant Regional Administrator and the Consortium Research Coordinator; (2) to help the Consortium Director ensure that OU staff and students fulfill their CASC duties; and (3) to oversee implementation of the USGS and Consortium (co-developed) strategic plan. This position will serve the Consortium Director in administering the OU elements and guiding the OU personnel of the South Central CASC, regardless of funding source.

To fulfill the research objectives above, specific tasks may include:

- Serve the Consortium Director, especially as related to day-to-day administrative duties (e.g., facilitating CASC staff meetings, organizing CASC Cooperators' Meeting with NCASC) and financial oversight (e.g., monthly budget meetings) of the CASC;
- Hire, onboard, and supervise OU staff and students to fulfill communication, education, outreach, and collaboration goals of the CASC;
- Maintain healthy relationships with societal partners of the CASC (e.g., USFWS National Wildlife Refuges) and develop collaborative project ideas;
- Connect Consortium and USGS researchers to the CASC's network of natural and cultural resource managers;
- Regularly assess what activities are fulfilling elements of the CASC strategic plan and highlight gaps to South Central CASC leadership to discuss how to proceed;
- Initiate, lead, or monitor selected activities described in the host-agreement proposal (e.g., facilitate Ideation Events);
- Serve as Secretary for the Consortium Executive Committee;
- Participate in meetings when the Consortium Director or Consortium Associate Director is unavailable; and
- As time allows, conduct research to address emerging issues related to climate adaptation in our region.

Qualifications: They will have a PhD (or Masters Degree with at least 5 years of experience) in public administration, organizational leadership, climate science (broadly interpreted), or related fields. They will be able to work efficiently in a remote teamwork setting, complete multiple projects and tasks with high-quality work, coordinate efforts, and share results with team members frequently.