



DETAILED JOB DESCRIPTIONS

Consortium Research Coordinator

Research Objectives: (1) to help develop, facilitate, or monitor proposed activities of the CASC under the Host Agreement to ensure satisfactory progress is made; (2) to liaise among Consortium and USGS leadership to engage researchers, answer questions, and coordinate activities; and (3) to ensure that Consortium activities under the host agreement are aligned with the USGS Strategic Science Agenda and are applying actionable science/research practices. This position will serve as the full-time “Program Manager” required in the USGS solicitation (G25AS00457).

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

- Manage proposed Consortium activities under the host agreement, working with OU and USGS CASC leadership to ensure that program leaders are aware of timelines, budgets, reporting requirements, etc. and are fulfilling their duties through planning committees or other management actions;
- Work with the USGS Research Coordinator to efficiently manage host agreement and research awards for the Consortium, including regular communication and ensuring completion of reporting requirements by investigators;
- Convene the Consortium PIs and CASC USGS leadership/staff to discuss planning and implementation of activities, as appropriate;
- Oversee the Climate Adaptation Ambassadors program, connecting Ambassadors to appropriate CASC activities and providing Ambassadors CASC materials that can be used in their teaching, research, or service activities;
- Lead or co-lead the *Early Career Research Forum*, including program planning and implementation, participant recruitment, and interactions with local host;
- Review technical content for CASC project documents;
- Help the Consortium leadership with scientific and technical meetings, manuscripts, presentations, etc.;
- Collaborate with the CASC team to develop a system for regular project tracking (especially as we add additional or more complicated metrics) and share tracking information with USGS staff;
- Develop and facilitate data management training for Consortium members; and
- As time allows, conduct novel research, research synthesis, data analysis, or networking related to climate adaptation in our region.

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