Graduate Assistantship:
Part-time Communications, Outreach, Meeting Planning Assistant

We are seeking a graduate student able to work 20 hours per week to assist with meetings, outreach, and communication with a project entitled, “A Rapid Climate Change Vulnerability/Resiliency Assessment and Site-Specific Climate Adaptation Plan for San Xavier District of the Tohono O’odham Nation”. The project aims to assess resilience assets, in collaboration with the San Xavier District community, and develop preliminary climate adaptation strategies. The project will produce the assessment through facilitated workshops with the San Xavier District community, including its organizations and agencies. Achievement of the project goals will require the efforts of a graduate student assistant to help with (a) workshop planning and note-taking, (b) communication with community members—including climate change science communication outreach, and (c) coordination and oversight of Youth Ambassadors, who will participate in communication and outreach to the San Xavier District community.

Responsibilities will include:
- Working with team members to plan and convene community climate resilience and adaptation workshops
- Assisting with note-taking during each of four community workshops
- Supervising the outreach activities of Youth Ambassadors of the San Xavier District of the Tohono O’odham Nation
- Preparing climate science fact sheets, in clear and concise language that is easy for a layperson to understand
- Assisting the preparation of newsletter articles
- Other duties as assigned

Qualifications
- Excellent written and oral communication skills, including experience in science communication (via printed materials, online newsletters, and social media)
- Experience supervising student employees and/or working with youth
- Experience working with members, associations, or agencies of Native or Indigenous communities
- Ability to work independently or with little supervision
- Ability to travel to the San Xavier District of Tohono O’dham Nation multiple times during the course of the University of Arizona’s 2022 spring semester
- Ability to attend four 4-hour community workshops (possibly convened on Saturdays)

Preferred Qualifications
- Knowledge of Tohono O’odham Nation culture, traditions and governance as these relate to the position

Salary and benefits
The position is for 0.50 Full-time Equivalent (FTE), or 20 hours per week, for Spring Semester 2022. The student will receive a salary commensurate with School of Natural Resources and the
Environment graduate student pay rates. The student’s tuition and permissible fees will be covered.

The graduate assistant for this project will report to Dr. Gregg Garfin (Associate Professor, School of Natural Resources and the Environment) and Ms. Ciena Schlaefli (Natural Resources Department, San Xavier District).

**Scheduling:**
- Starts as early in January, 2022 as possible.
- Weekly hours are flexible.

**To Apply:**
- Please email gmgarfin@arizona.edu
- Attach your resume
- Include at least two references who can attest to your work (e.g., reliability, quality of work, and so on)

We will begin reviewing applications on December 21, 2021, and continue until we have found a successful applicant.