



STUDENT JOB ANNOUNCEMENT

Posted March 7, 2025

Climate Communications Assistant, Southern Climate Impacts Planning Program

Position Description: The Oklahoma Climatological Survey at the University of Oklahoma invites applications for the position of Climate Communications Assistant for the Southern Climate Impacts Planning Program (SCIPP). This is a part-time undergraduate position.

Location: The selected candidate is expected to work in-person within the Oklahoma Climatological Survey department, which is located at the National Weather Center on the Norman campus.

Salary: \$12.50 to \$13.00/hr., up to 20 hours per week; salary commensurate with skills and experience. Additional summer hours are possible. Hours at work can be scheduled around semester classes.

Beginning Date: Candidate interviews will begin in early April 2025. This appointment will begin April 21, 2025. The appointment will continue through the 2025-2026 academic year, with the possibility of extension. Summer hours are preferred, but accommodations can be made around summer schedules.

Responsibilities: The selected candidate will assist the SCIPP Program Manager and Team with the following:

- Translate SCIPP team member peer-reviewed publications into plain language for stakeholder consumption
- Update and create website content (website managed via *WordPress*)
- Craft social media content to disseminate SCIPP's research and resources
- Draft website News Stories and Research Briefs
- Compile the SCIPP Newsletter (quarterly newsletter sent to stakeholders)
- Provide basic logistics and note-taking support for various workshops and meetings
- Other duties as assigned

In this capacity the SCIPP Climate Communications Assistant will support the continued development and progress of SCIPP, one of several NOAA-funded Climate Adaptation Partnerships (CAP) teams in the United States. For more information on CAP visit: <https://cpo.noaa.gov/divisions-programs/climate-and-societal-interactions/cap-risa/about-cap-risa/>

Requirements: Applicants should have completed, in good standing, **freshman classes. Preference for candidates who have taken classes in communication, journalism, geographic sciences, or meteorology.** Applicants should have an interest in communicating climate information to a variety of audiences. Applicants should also be motivated, have the ability to follow through on projects with minimal supervision, and be proficient with the Microsoft Office suite. Basic knowledge of WordPress is an asset. Applicants should be willing to advance their skills in problem solving, communication (oral and written), and technical development.

How to Apply: Submit the OU job application along with a cover letter, resume, unofficial transcripts, a copy of your class schedule and two work-related references via the OU Jobs website (jobs.ou.edu, search job number **250466**) by **March 30, 2025**. References will not be contacted until after the interview stage. Applicants may contact Caylah Cruickshank (caylahc@ou.edu) with questions. Position will remain open until filled. Relevant documents should be addressed to:

Caylah Cruickshank, Program Manager
Southern Climate Impacts Planning Program
Oklahoma Climatological Survey
120 David L. Boren Blvd., Suite 2900
Norman, OK 73072

About SCIPP: The Southern Climate Impacts Planning Program (SCIPP) is a NOAA Climate Adaptation Partnerships team serving the states of Arkansas, Louisiana, Oklahoma, and Texas. SCIPP's mission is to assist organizations with decision making that builds resilience by collaboratively producing research, tools, and knowledge that reduce weather and climate risks and impacts across the South-Central U.S. SCIPP is an interdisciplinary collaboration amongst the University of Oklahoma, Louisiana State University, Texas Sea Grant, and Adaptation International.

Equal Employment Opportunity Statement: The University of Oklahoma, in compliance with all applicable federal and state laws and regulations, does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, housing, services in educational programs or activities, and health care services that the University operates or provides.