JOB ANNOUNCEMENT
Posted June 30, 2020

Program Manager, Southern Climate Impacts Planning Program
(Program Specialist II, Job Number 201396)
The University of Oklahoma

Position: The Oklahoma Climatological Survey at the University of Oklahoma invites applications for the position of a Program Manager for the Southern Climate Impacts Planning Program (SCIPP). This position is a full-time, 12-month appointment.

Salary: $48,000 – $55,000 annual; salary commensurate with skills and experience.

Beginning Date: The appointment will be available August 3, 2020.

Responsibilities: The individual selected for this position will manage SCIPP (www.southernclimate.org), one of 11 NOAA-funded Regional Integrated Sciences and Assessments (RISA) teams in the United States. The Program Manager coordinates and manages administrative tasks related to reporting, budgeting, grant tracking, purchasing, meetings logistics and expenses, hiring, student supervision, and arranging guest travel. The Program Manager will be responsible for operations of the core office, including:

- Managing the overall grant from the NOAA RISA Program, including tracking progress, deliverables, and budgets;
- Documenting SCIPP processes and accomplishments;
- Supervising SCIPP undergraduate students;
- Coordinating SCIPP activities on the OU and LSU Campuses and with counterparts at affiliated universities, and other public and private partners;
- Working with SCIPP researchers to synthesize their research, then produce and distribute communication outputs such as newsletters, social media posts, press releases, news and events notices, annual reports, collaborative research tools, and special publications or information;
- Maintaining and updating the SCIPP website;
- Occasionally traveling to engage stakeholders within the SCIPP region and to represent SCIPP at national conferences;
- Planning, organizing and convening an annual meeting of SCIPP’s advisory committee with approximately 25 attendees;
- Interacting with government officials and industry professionals to identify opportunities for technical assistance and collaboration, and
- Responding to requests for information from NOAA RISA Program management and other RISA-funded programs.
**Requirements:** Applicants should have education and experience in public administration / business management OR climate / adaptation. Training will be provided to complement the selected candidate’s strengths. A Bachelors degree plus two years of experience OR a Masters degree in a relevant field, including Political Science, Public Administration or Business Management, Public Policy, Meteorology, Climatology, Geography, or a related field is required. Exceptional applicants from other disciplines will be considered. Proficiency with computer applications, including PowerPoint, Word, Excel, and Zoom is required. Candidates must demonstrate an ability to utilize new software with minimal instruction. The position requires well-developed human relations and written and oral communication skills. Applicants should be creative, motivated and be able to follow through on projects with minimal supervision. Some travel will be required.

**Deadline:** Review of applications will begin **July 13, 2020.** Applications must be submitted via the OU Jobs website [https://jobs.ou.edu/](https://jobs.ou.edu/) and addressed to Ms. Rachel Riley, Deputy Director, Southern Climate Impacts Planning Program, Oklahoma Climatological Survey, 120 David L. Boren Blvd., Suite 2900, Norman, OK 73072. Include cover letter, resume, 1- to 3-page writing sample that demonstrates the ability to communicate scientific or technical material to a professional audience, and three work-related references. For further information, applicants may contact Ms. Rachel Riley at rriley@ou.edu.

**About SCIPP:** The Southern Climate Impacts Planning Program’s (SCIPP) mission is to assist organizations with making decisions that build resilience by collaboratively producing research, tools, and knowledge that reduce weather and climate risks and impacts across the South Central United States. Comprised of an interdisciplinary team of researchers and staff at the University of Oklahoma, Louisiana State University, Texas Sea Grant, the University of Kansas, and the University of Nebraska-Lincoln, SCIPP serves the four-state region of Oklahoma, Texas, Arkansas, and Louisiana. Together, SCIPP team members have combined expertise in climate, meteorology, planning, public administration/policy analysis, communication, outreach, and education. Team members often work at the intersection of research and practice. SCIPP is a Regional Integrated Sciences and Assessments (RISA) team supported by the Climate Program Office at the National Oceanic and Atmospheric Administration (NOAA).

**About the University of Oklahoma:** Established in 1890, the University of Oklahoma is a comprehensive public research university in Norman, Oklahoma, offering a wide array of undergraduate, graduate and professional programs and extensive continuing education and public service programs. Its 2000-acre Norman Campus houses 15 colleges with approximately 1300 faculty serving more than 26,000 students. The 277-acre Research Campus provides more than 750,000 square feet of space constructed since 2003 and includes the National Weather Center, the Stephenson Research and Technology Center, the Stephenson Life Sciences Research Center, and several Partners Place buildings that co-locate University offices with more than 350 private sector employees across more than a dozen companies.

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