

Project Director	<p><b>Description:</b> Provides senior level program support with a leadership role for major portions of an overall program. Provides a range of program-specific services. Typically has national and international contacts and works primarily with government programs and officials.</p> <p><b>Education:</b> Minimum Master’s degree in science, public policy, public administration or relevant discipline.</p> <p><b>Experience:</b> At least 10 years relevant experience</p>
System Engineer	<p><b>Description:</b> Working in close coordination with the overall Global Change Information System (GCIS) technical lead, directly contribute to the technical development of the GCIS. This includes helping shape requirements, ensuring the system is compliant with standards while also remaining user-friendly, and utilizing best practices in information architecture and structure data server design.</p> <p><b>Education:</b> Minimum Bachelor’s degree in computer science, information systems, or a related discipline</p> <p><b>Experience:</b> Minimum eight years of system development experience; successful development of semantic web projects; experience communicating with a large team including editors, graphics professionals, visualization specialists, data architects, web developers, and managers</p>
Operations Manager	<p><b>Description:</b> As part of the USGCRP senior management team, maintains overall responsibility for leadership of National Coordination Office operations, including: annual budget; project planning and reporting; overseeing IT goods and services; maintaining day-to-day operations; and facilities management. Maintains technical and programmatic understanding of priority activities and, working closely with the Associate Director for Program Planning, advises the Executive and Deputy Director(s) on operational and resource needs across the program, opportunities for leveraging cross-programmatic strengths and capacity, and prioritizing solutions for resource and capacity gaps.</p> <p><b>Education:</b> Bachelor’s degree required; Master’s degree in public administration, business administration, or related discipline preferred</p> <p><b>Experience:</b> At least six years of experience in program management and coordination, with demonstrated ability to successfully manage technical projects with increasing levels of complexity</p>
Technical Support Unit- Deputy Director	<p><b>Description:</b> As a senior member of the management team, directs activities related to planning, execution, integration, evaluation, prioritization, and communication of international climate change assessments. Provides technical and operational leadership and direction to Technical Support Unit staff. Responsible for documentation and reporting associated with assessment deliverables and annual budget. Responsible for conceptualizing and deploying all technical aspects of Technical Support Unit work plans.</p> <p><b>Education:</b> Master’s degree in relevant discipline</p> <p><b>Experience:</b> 20 years of experience with environmental assessment or an equivalent combination of education and experience</p>
Administrative Services Supervisor*	<p><b>Description:</b> Responsible for organizing, coordinating, administering, and directing efforts in support of broad business and administrative functions of the organizational unit. Provides overall administrative management and coordination of a variety of business related functions such as finance, budget, human resources, space and facilities planning, grant and/or proposal administration, and policy interpretation. Directs and manages administrative functions with multiple and complex multi-source funding and contracts. Reports to Project Director or equivalent.</p> <p><b>Education:</b> Minimum Bachelor’s degree in a relevant academic discipline; graduate coursework desired</p> <p><b>Experience:</b> At least 10 years of relevant experience, or an equivalent combination of education and experience</p>
Administrative Assistant III*	<p><b>Description:</b> Senior level position within the Administrative Assistant job family. Performs advanced administrative tasks requiring specialized knowledge in budgets, computer and/or web applications and program activities. Works on assignments that are complex in nature where considerable judgment, analysis and initiative are required</p>

	<p>in solving problems and making recommendations. Has a comprehensive and detailed knowledge of the organization.  <b>Education:</b> High school diploma or equivalent  <b>Experience:</b> At least four years relevant experience or a combination of education and experience</p>
Administrative Assistant IV*	<p><b>Description:</b> Senior level position within the Administrative Assistant job family. Performs advanced administrative tasks requiring specialized knowledge in budgets, computer and/or web applications and program activities. Works on assignments that are complex in nature where considerable judgment, analysis and initiative are required in solving problems and making recommendations. Has a comprehensive and detailed knowledge of the organization.  <b>Education:</b> High school diploma or equivalent; Associate's or Bachelor's degree desired  <b>Experience:</b> At least seven years relevant experience or a combination of education and experience</p>
Financial Reporting Manager	<p><b>Description:</b> The financial reporting manager is responsible for administering budget processes and preparing financial documents. The financial reporting manager also monitors financial statements and reports to verify accuracy, to find ways to limit or reduce costs, and to analyze trends. The financial reporting manager may supervise other employees who assist with reporting tasks.  <b>Education:</b> M.S. in finance, accounting, statistics, business administration or related fields. Chartered Financial Analyst Certification is desirable but not required.  <b>Experience:</b> At least seven years of relevant financial reporting or finance management experience beyond the degree level.</p>
Financial Reporting Accountant III	<p><b>Description:</b> The financial reporting accountant III prepares, examines, and analyzes accounting records, financial statements, and other financial reports in conformance with reporting and procedural standards. Manages financial recordkeeping systems and data. Analyzes budgets and prepares periodic reports, forms, and other financial records. Evaluates and inventories real property and equipment. Assists in auditing of financial records.  <b>Education:</b> B.S. in finance, accounting, statistics, business administration, or related fields  <b>Experience:</b> At least five years of relevant financial or accounting experience or a combination of education and experience. Familiarity with relevant best practices and procedures.</p>
Financial Reporting Accountant IV	<p><b>Description:</b> Collects and analyzes financial data, ensuring that all reporting is in compliance with federal and state reporting guidelines. Researches accounting rules and regulations and makes recommendations regarding procedures. Assists external auditors as needed.  <b>Education:</b> B.S. in finance, accounting, statistics, business administration, or related fields  <b>Experience:</b> 6-8 years of experience beyond the degree level, in the field or a related area. Familiarity with relevant best practices and procedures.</p>
Chief of Staff	<p><b>Description:</b> As part of the USGCRP senior management team, serves as the Chief of Staff for the National Climate Assessment. In consultation with the USGCRP Executive and Deputy Executive Director(s), as well as the Director of the National Climate Assessment, manages all aspects of planning and implementation of the National Climate Assessment development process. Directs all National Climate Assessment staff. Also works to maximize the integration of National Climate Assessment activities into the broader USGCRP programmatic context.  <b>Education:</b> M.S. or Ph.D. in environmental science, public policy, or other discipline relevant to global and/or climate change sciences  <b>Experience:</b> At least seven years of relevant program management experience for candidates with an M.S.; at least five years of relevant program management experience for candidates with a Ph.D.</p>
Technical Writer III	<p><b>Description:</b> Has primary responsibility to serve the USGCRP communications team as a science writer and editor. Oversees development of USGCRP's annual report to Congress, which highlights programmatic accomplishments and Federal agency investments in global change research. Responsible for authoring and editing original web content that promotes programmatic activities and scientific results, synthesizing and distilling technical reports and developing outreach materials for non-technical</p>

	<p>audiences, outlining content for multimedia tools and resources, and providing additional content development and editing support to program area leads. Position requires regular interaction with communications staff in the White House Executive Office of the President.</p> <p><b>Education:</b> Minimum Bachelor's degree in journalism or communications required</p> <p><b>Experience:</b> At least five years experience in technical writing and/or editing experience or equivalent combination of education and experience</p>
Computer Systems Manager	<p><b>Description:</b> Plans and controls the use of computing resources including general purpose computers and peripherals, work stations, and Local Area Networks, software operating systems, software development tools and packages. Coordinates maintenance and upgrades to the computer hardware and software operating systems.</p> <p><b>Education:</b> Bachelor of Science degree, in computer sciences, mathematics, or engineering</p> <p><b>Experience:</b> At least five years of computer systems experience in a complex software environment with multiple computer systems and operating systems in a Local Area Network; must have knowledge of software engineering principles; or equivalent education and experience</p>
Associate Director for Program Planning	<p><b>Description:</b> As part of the USGCRP senior management team, has primary responsibility for integration of strategic program planning with the implementation activities of the National Coordination Office staff. Leads and coordinates USGCRP-wide strategic planning efforts with the Subcommittee for Global Change Research and its Interagency Working Groups. Maintains strategic and programmatic understanding of multi-agency priority activities. Working closely with the Operations Manager, advises the Executive and Deputy Executive Director(s) on strategic and resource needs across the full range of programmatic activities supported by the office; on opportunities for leveraging cross-program strengths and capacity; and in prioritizing solutions for strategic, capacity, and resource gaps.</p> <p><b>Education:</b> Ph.D. or equivalent in a discipline related to global and/or climate change sciences, such as geosciences, oceanography, meteorology, Earth system science, or environmental science</p> <p><b>Experience:</b> At least 10 years experience in scientific program management, including within the Federal government; experience leading and managing senior level interdisciplinary teams, including Federal and academic scientists and managers</p>
Staff Scientist	<p><b>Description:</b> Provides high-level scientific support to address commitments of USGCRP and its involvement in a variety of scientific activities, including those related to national and international assessment. Prepares, reviews, and finalizes contributions to such activities and assessments, co-directs scientific activities within the program, and takes a lead role in project teams, contributing advanced interdisciplinary scientific content and knowledge.</p> <p><b>Education:</b> Ph.D. in environmental science, climate science, Earth system science, or other related discipline</p> <p><b>Experience:</b> At least 10 years of experience working with the climate change science and impacts research community, or an equivalent combination of education and experience.</p>
Project Scientist	<p><b>Description:</b> Provides high-level scientific support to address commitments of USGCRP and its involvement in a variety of scientific activities, including those related to national and international assessment. Prepares, reviews, and finalizes contributions to such activities and assessments, co-directs scientific activities within the program, and takes a lead role in project teams, contributing advanced interdisciplinary scientific content and knowledge.</p> <p><b>Education:</b> Ph.D. in environmental science, climate science, Earth system science, or other related discipline</p> <p><b>Experience:</b> Three to five years of experience working with the climate change science and impacts research community, or an equivalent combination of education and experience.</p>
Advance Science Coordinator	<p><b>Description:</b> Under direct supervision of Associate Director for Program Planning, and in close coordination with the programmatic lead for the USGCRP Advance Science strategic goal, serves as the main staff support for that goal. Provides administrative, project management, and strategic program coordination support to ongoing Advance Science efforts, including coordination of the research, modeling, and observations</p>

	<p>focused interagency working groups. Also serves as a technical liaison to the Global Change Information System (GCIS) project to facilitate the incorporation of global change related data, information about observing system capabilities and datasets, and research findings resulting from USGCRP scientific activities into the GCIS information management framework. Provides staff support to the Executive and Deputy Executive Director(s) on special projects as needed.</p> <p><b>Education:</b> Minimum Master’s degree in an Earth system science related field (e.g., meteorology, oceanography, environmental chemistry, hydrology, geography); Ph.D. desired</p> <p><b>Experience:</b> At least three years of professional experience in an Earth system science related field or equivalent combination of education and experience</p>
<p>Information Decision Coordinator</p>	<p><b>Description:</b> Under direct supervision of Associate Director for Program Planning, and in close coordination with the programmatic lead for the USGCRP Inform Decisions strategic goal, serves as the main staff support for that goal. Provides administrative, project management, and strategic program coordination support to ongoing Inform Decision efforts, including coordination of interagency working groups focused on adaptation, mitigation, and decision. Also serves as a liaison to other related program areas such as Advance Science and the National Climate Assessment.. Provides staff support to the Executive and Deputy Executive Director(s) on special projects as needed.</p> <p><b>Education:</b> Minimum Master’s degree in an Earth system science related field or in public policy</p> <p><b>Experience:</b> At least three years of relevant professional experience</p>
<p>Assessment Coordinator</p>	<p><b>Description:</b> Serves as central coordinator for day-to-day and longer-term activities of the National Climate Assessment (NCA) by providing technical, operational, and content-focused expertise to NCA projects, working groups, and staff operations. In consultation with senior staff, coordinates planning and implementation activities, including with NOAA’s NCA Technical Support Unit, any NCA Federal advisory committees, and other staff in USGCRP’s National Coordination Office. Reports to the NCA Chief of Staff.</p> <p><b>Education:</b> Minimum Master’s degree in an Earth system science related field (e.g., meteorology, oceanography, environmental chemistry, hydrology, geography)</p> <p><b>Experience:</b> At least three years of professional experience in an Earth system science related field or equivalent combination of education and experience</p>
<p>Communication/Education Coordinator</p>	<p><b>Description:</b> Serves in the USGCRP National Coordination Office as the coordinator for the implementation of USGCRP’s “Communicate and Educate” strategic goal. Develops and deploys strategies for communicating USGCRP science to a broad range of audiences, including the general public. In close coordination with the science writer/editor, creates and disseminates digital, print, web-based, and multimedia content about USGCRP scientific findings through various channels, including the USGCRP constellation of websites, social media outlets, professional conferences and meetings, and other relevant mechanisms. Serves and the staff coordinator for the USGCRP communication and education interagency working groups that aim to enhance Federal strategies to communicate and educate about global change science.</p> <p><b>Education:</b> Minimum Bachelor’s degree in science journalism, science communication, or environmental policy; advanced degree preferred</p> <p><b>Experience:</b> At least two years experience in written, multimedia, or web-based communications with a demonstrated working knowledge of environmental science or environmental policy issues; or an equivalent combination of education and experience</p>
<p>International Programs Coordinator</p>	<p><b>Description:</b> Leads the strategic planning, prioritization, funding, and implementation of USGCRP international research activities on behalf of the 13 USGCRP participating agencies and across other subcommittees of the National Science and Technology Council’s Committee on Environment, Natural Resources, and Sustainability. Develops and maintains partnerships with key international and domestic stakeholders. Leads the U.S. author nominations, and government and expert reviews, for the Intergovernmental Panel on Climate Change (IPCC). Provides technical and management support for other international groups and initiatives, such as the Belmont Forum, the International Group of Funding Agencies for Global Change Research, Future Earth, etc.</p> <p><b>Education:</b> M.S. or Ph.D. within an area relevant to global change research (e.g., oceanography, meteorology)</p>

	<p><b>Experience:</b> At least eight years working with international global change research organizations, knowledge of global environmental change and climate change research, and coordinating and communicating with senior level leadership; experience with program coordination, management, budgeting, and proposal writing and development</p>
SGCR Executive Secretary	<p><b>Description:</b> Under direct supervision of Associate Director for Program Planning, and in close coordination with the Executive and Deputy Executive Director(s), serves as the USGCRP Implementation and Management Coordinator, as well as the Executive Secretary of the Subcommittee for Global Change Research (SGCR). Provides administrative, project management, and strategic program coordination support to ongoing implementation planning efforts for USGCRP's strategic goals, as well as executive secretariat support for the SGCR. Provides staff support to the Executive and Deputy Executive Director(s) on special projects as needed.</p> <p><b>Education:</b> Minimum Bachelor's degree in political science, public administration, or environmental policy; Master's degree desired</p> <p><b>Experience:</b> At least two years experience in administration or public policy, with a demonstrated working knowledge of environmental science or environmental policy issues; or an equivalent combination of education and experience</p>
Operations Support*	<p><b>Description:</b> Provides staff support to the Operations Manager, including tasks related to annual budget, project planning and reporting, overseeing IT goods and services, maintaining day-to-day operations, and facilities management.</p> <p><b>Education:</b> High school diploma or equivalent</p> <p><b>Experience:</b> At least four years relevant experience or a combination of education and experience</p>
Student Interns	<p><b>Description:</b> Facilitates and carries out a variety of support tasks within the USGCRP National Coordination Office, potentially including meeting coordination, materials development, and other programmatic support tasks.</p> <p><b>Education:</b> Must be enrolled in an accredited college, university, or professional school; must have college level coursework in a relevant discipline such as Earth system science, environmental science, meteorology, oceanography, hydrology, public health, public policy, public administration, geography, geoinformatics, computer science, library and information science</p> <p><b>Experience:</b> No specialized experience required</p>
Content Curator	<p><b>Description:</b> Works with USGCRP staff and agency scientists and program managers to identify and acquire relevant global change information, particularly metadata. Establishes, interprets, and applies protocols and processes for integration and maintenance of relevant global change information in USGCRP information systems such as the Global Change Information System (GCIS).</p> <p><b>Education:</b> Minimum Bachelor's degree in a scientific/technical or digital library science related discipline</p> <p><b>Experience:</b> At least six years experience with scientific data and information curation</p>
Web Support	<p><b>Description:</b> Responsible for design, development, maintenance, upgrades, and troubleshooting tasks associated with a broad range of web sites and web-based applications. Includes graphics, functionality, user experience, and database integration.</p> <p><b>Education:</b> Minimum Bachelor's degree in IT, computer science, and/or web technologies.</p> <p><b>Experience:</b> At least six years experience in web design, development, and support or an equivalent combination of education and experience</p>

\* An additional 2 years of relevant experience may be substituted for a Master's degree, an additional 4 years of relevant experience may be substituted for a Bachelor's degree, a Master's degree may be substituted for 2 years of experience, and a PhD may be substituted for 4 years of experience.