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Data and Information Specialist

Position: Academic Hourly (2 positions)

Salary: \$15/hour; a minimum of 30 hours/week, no more than 40 hours/week

Availability: as soon as possible

Primary Function: Assisting with data entry and development of materials for several grant funded projects. Searching for and cataloging information from water and wastewater related websites. Writing 2-3 sentence summaries of web-based documents, media, and tools related to drinking water systems, wastewater systems, and operators for a website and accompanying database. Maintaining a web-based national events calendar. Assisting with web-based content development related to water and wastewater topics of special interest.

Duties and Responsibilities: Read and review website materials; write clear, easy to understand summaries of useful documents, media, and tools on other websites; communicate directly with water and wastewater industry professionals; other office tasks and focused special projects related to the development of content for a water operator and private well owner website; occasional phone- and email- based outreach to stakeholders in the water industry; occasional editorial responsibilities; data entry and management.

Qualifications: Bachelor's degree in Water resources, Civil Engineering, Journalism, Library science, physical science, or related major preferred. Requires a background in writing, knowledge of the web, native english speaker, ability to interact and ask questions of water professionals, good verbal and written communication skills, ability to work independently, and good organization and time management skills to allow for working on multiple concurrent but intermmittent tasks .

Contact Information: Interested applicants should email resume to by May 15, 2016:

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