

Position Description: Water Corps Manager

The Water Resources Center seeks a graduate student assistant to support the management of the Water Corps organization. Water Corps provides environmental services and outreach to organizations within and external to ECU in the ENC region. The types of work undertaken range from water quality sampling and analysis to designing educational activities and communication materials.

Duties of the Manager will include:

- Supervision and scheduling of student workloads and schedules
- Facilitating student meetings with clients to develop project workplans
- Ensuring that workplans receive adequate faculty input and approval
- Supporting recruitment, onboarding, and retention of new student employees
- Organization and maintenance of records and training materials
- Supporting students in the completion of individual development plans
- Mentorship of student employees and supporting a strong team environment
- Facilitation of individual and team meetings for the group
- Regular reporting to faculty leadership and the Director of the WRC
- Support for client projects as needed and/or as background allows
- Additional duties as assigned

Essential skills that this position requires include:

- Strong organizational skills
- Ability to form plans, work independently, and receive feedback in a positive manner
- A strong sense of personal responsibility
- A personal growth mindset that is extended to helping others grow in a positive environment
- Ability to interact in a positive manner with people from a wide range of backgrounds
- Experience in leadership and/or organizational roles
- A STEM background is strongly preferred, but not required

Applicants should have an interest in environmental issues and sustainability in eastern North Carolina as well as a strong sense of interdisciplinary curiosity. Interested applicants for the position require two references. The position is anticipated to be 20 hours of work per week at a rate of \$25/hr, though the work effort is negotiable and flexible.

Interested applicants should contact Stephen Moysey, the Director of the Water Resources Center, at water@ecu.edu with questions and for more information. The position will be filled as soon as an acceptable candidate is identified.