

## **State of the Rockies Project Assistant/Student Researcher**

**All majors welcome. \$14.42 an hour.**

The **State of the Rockies** is HIRING a **Student Research and Project Assistant**.

Anchor the State of the Rockies 2024 student project teams by helping with occasional field work, GIS, media productions, and editing project reports. Further the current research projects underway or research your own Rockies topic of academic interest; help create and develop a website for our Dark Skies project and Public Lands Visitors Survey project. Help us design and produce the spring/summer and winter 2024 editions of our newly created digital magazine [Anthropogenic](#); and other tasks.

### **What to expect:**

You will work closely with the Rockies Project Specialist who oversees student-led research and projects. As part of the team of Rockies student assistants, you'll help create promotional materials, plan and execute student events and contribute content to the digital magazine. This position is ideal for students with an interest in the environmental impacts of human activity and conservation and art/design or journalism/film + media. Demonstrated interest in these areas preferred.

During Academic year: Position is 5-10 hours/week depending on the project.

Summer position: 37 hours per week for 10 weeks beginning the first week of June - August 10, 2023 (appx).

**This position begins Block 5 2024 with the opportunity to extend employment into 2024.**

**How to apply:**

Please visit Handshake during Block 4 W3 to apply to this position.

**Deadline to apply January 10, 2023 11:59 PM**

**Required application materials:**

Resume; cover letter; relevant coursework.

**Preferred Qualifications:**

- Adventurous spirit
- Energetic and 'can do' outlook
- ArcGIS (Matt Cooney's January Half-block class a plus)
- Studio art, design, web design, photography, photoshop or photo editor competency
- Excellent written and verbal skills
- Social media publishing experience
- Interest in finding balance between human activity and the impact of human activity on the environment

**Essential Duties:** Support student, faculty, and staff research projects. Design and produce digital publication.

**Learning Competencies:**

### 1) Work Ethic

- a. Consistently works energetically to accomplish tasks
- b. Takes responsibility for work that needs to get done
- c. Does the best job possible in all situations
- e. Does not carry out non-work activities during work

### 2) Time Management

- a. Uses time effectively while at work for maximum productivity
- b. Consistently meets all work deadlines unless unanticipated and unavoidable interruptions arise
- c. Takes on additional tasks and fits them into schedule when necessary

### 3) Work Quality

- a. Organize work/duties efficiently and effectively
- b. Prioritizes tasks appropriately
- c. Carries out work accurately
- d. Attention to detail
- e. Completes work on or ahead of schedule
- f. Responds to specific inquiries/requests in a timely manner

### 4) Professionalism/Customer Service

- a. Dress/presentation is appropriate to work position
- b. Arrives punctually for work and remain for entire scheduled time
- c. Does not miss scheduled work except in emergency circumstances
- d. Interacts professionally and courteously with supervisor (as relevant) and others
- e. Speaks with tact, composure, and diplomacy in all circumstances
- f. Monitors own performance and actively seeks feedback for improvement
- g. Supports others in behaving professionally
- h. Reliability is demonstrated with by showing commitment to

work schedules and the needs of the department through consistent attendance

5) Initiative

- a. Works independently on tasks, problem-solving
- b. Asks for clarification or further information where necessary
- b. Resolves issues or potential issues proactively
- c. Acts resourcefully to accomplish job when supervisor is not available
- d. Continually learns new skills and information where relevant
- e. Uses mistakes to further own knowledge and competence

6) Technical Knowledge

- a. Uses general computer skills necessary to complete tasks
- b. Uses specific computer software (Excel, etc.) necessary to complete tasks
- c. Uses technical skills other than those related to computers (photocopying, etc) to complete tasks
- d. Uses technical academic knowledge (e.g. statistics) to complete tasks
- c. Learns and understands new programs and/or technologies to successfully accomplish assigned work duties

7) Problem-Solving

- a. Articulates nature of problem that needs to be solved
- b. Describes information/tools needed/available to solve problems
- c. Solves straightforward problems by working through them
- d. Solves challenging/ill-defined problems by applying sound reasoning, critical thinking, creativity, analysis, etc.
- e. Obtains, uses, and interprets facts and other information to solve problems
- d. Follows established policies, procedures, and practices

8) Analysis

- a. Reasons through complicated situations with incomplete information
- b. Breaks problems or situations down into constituent parts
- c. Explains how different parts related to each other
- d. Draws implications from analysis

#### 9) Ethical Behavior

- a. Makes decision based on ethical standards rather than bias or potential gain
- b. Takes action based on ethical standards rather than bias or potential gain
- c. Articulates and exemplifies the core values of CC (honor, respect, and integrity) and is able to explain how they affect their position
- d. Explains implications of CC core values (honor, respect, integrity) for work position and responsibilities
- e. Conscientiously avoids conflicts between personal/private interests and CC responsibilities, including (but not limited to) confidential information, financial transactions, and personal relationships

#### 10) Appreciation of Diversity

- a. Listens to different perspective non-defensively and without anxiety
- b. Learns from people of different backgrounds or perspectives
- c. Works productively with people from different backgrounds, or with difference perspectives
- d. Forges professional relationships with people of different backgrounds or perspectives

#### 6) Communication Skills

- a. Writes clearly, effectively, and with proper audience(s) in the mind within context or position
- b. Speaks clearly, effectively, and with proper audience(s) in mind within

context of position

c. Writes clearly, effectively, and with proper audience(s) in mind within  
context of position

d. Utilizes good listening practices

#### 5) Team Work

a. Works effectively with others

b. Uses conflict resolution skills to resolve or defuse disagreements

c. Articulates team goals and wants to reach those goals

d. Develops and maintains positive relationships with team members

e. Acts in ways that influence team members positively

d. Develops understandings of larger work-related matters such as  
human motivation, conflict management, group dynamics, and effective  
work processes

For more information visit [stateoftherockies.com](http://stateoftherockies.com) or contact Cyndy Hines  
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