

2015 SWS PNW Chapter Annual Conference Student assistant position (temporary)

Hello,

We are looking for a bright, responsible grad student from the natural resources field that can assist us with accepting abstracts for the SWS Annual Conference in October, 2015. The successful candidate will have some natural resource education/experience and strong organizational skills and be able to work up to 50 hours at \$10 per hour (plus first dibs at a volunteer spot for the conference which will waive the registration fee) over the period of a couple of months later this spring/early summer. We aim to be accepting abstracts beginning in May and ending in mid-July.

Duties will include:

- Manage communications with submitters
- Compile and organize the abstracts for reviewers
- Make sure the abstracts are complete upon submission and reply with a standard email on timeline, etc.
- Communicate with Planning Committee and Committee leader regarding progress regularly

Please submit your resume (2 page limit) and a paragraph telling us why they believe they would be a good candidate for this assignment to Lizbeth Seebacher at lsee461@ecy.wa.gov. Current student preferred.

Feel free to pass this out to other departments within the College of the Environment or other Colleges.

Thanks!

Lizbeth Seebacher, Ph.D., PWS
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