

Undergraduate Assistant Needed in the UW Program on Climate Change Office!

This position is best suited to someone interested in learning more climate science and in interacting with the UW and affiliated climate community. We are looking for someone who would like to work 4-6 hours a week, and is able to work additional hours supporting events. Student applicants should be available for a minimum of two years and able to start work by March 2026. Start date as early as mid January is possible.

Please visit the [Program on Climate Change website](#) to learn about the program.

Candidates should:

- Have a genuine interest in the program's focus on connecting departments, faculty, students, and staff around climate related issues and skills
- Physical climate system
- Have an interest in climate change opportunities after graduating
- Have excellent written and oral communication skills, attention to detail, organizational skills, and ability to prioritize several competing tasks and projects
- Exercise good judgment, be open to learning new skills, and meet deadlines
- Be comfortable with digital software, have significant experience with MS Excel, Word, Powerpoint, Google Docs, Sheets, Canva, and similar

More detail is below. If you are interested in the position and have questions, or want to meet, email Miriam at uwpcc@uw.edu and include "undergraduate assistant" in the subject line.

Additional Detail:

Employer: Program on Climate Change (PCC)

Primary Contact: Miriam Bertram, Assistant Director of the Program on Climate Change

Contact: uwpcc@uw.edu

Position Type: On-Campus Student Employment

Title: Program on Climate Change (PCC) Undergraduate Assistant

Division: College of the Environment – Program on Climate Change (PCC)

Location: PCC Office in the Ocean Sciences Building (OCN) Room 335A, Box 355351 Seattle, WA 98195

Work Schedule: The first month will be spent learning systems and processes, which will require 2-4 hours per week. By spring quarter 2026 the student should be available to work 4-6

hours/week on 2 non-consecutive weekdays each week with occasional afternoon/evening events. Scheduling is flexible to accommodate class schedule each quarter.

Duties Include:

- Weekly updates to the PCC website and Trumba event calendar
- Quarterly updates of the “[Quarterly Climate Courses](#)” and “[Quarterly Seminars](#)” pages of the [PCC website](#)
- Identifying climate-minor courses and instructors; organizing course information and distributing quarterly emails to advertise the climate minor
- Identifying climate-related courses and education pathways for a variety of UW students
- Bi-yearly updates to the “[People](#)” section of the [PCC website](#) and other sections of the website as needed, using WordPress and/or HTML
- Creation of PCC participant [directory profiles](#) that populate the “People” section.
- Bi-yearly updates to the [Philanthropic Impact](#), [PNW Ambassadors](#), and [Undergraduate Opportunities](#)
- Assisting with PCC-related events, including the [Summer Institute](#) at Friday Harbor in mid-September and the [Winter Welcome](#) on campus in the winter quarter
- Arranging carpool logistics for the PCC Summer Institute
- Developing digital and printed communications/flyers for events and educational programming
- Developing and posting news and blogs for the [PCC website](#)
- Editing and uploading news and blog content written by other PCC members
- Occasionally monitoring [mailman listservs](#) and [UW PCC email](#)
- Using wordpress and html
- Creation and data processing of intake and event-related forms
- Monthly updates to PCC homepage postings and featured events
- Manage linkedin etc.

Once familiar with the PCC and UW climate research, additional duties may include:

- Presenting the Climate Science Minor to undergraduate students
- Assisting the Undergraduate Cohort in logistics, planning, advertising, and broader PCC relations
- Attending board meetings to stay familiar with PCC activities

This position is expected to renew each year until graduation, with pay increases as assistants take on more roles and learn more skills.

Salary: Starts at \$22.65/hr

To Apply: Email three pdf’s: (1) statement of interest (no more than 1 page, state why you would like to work for the PCC-please show that you understand the mission of the PCC and the

expected role of the undergraduate assistant) (2) tentative winter schedule with unavailable times blocked out, and (3) resume to Miriam Bertram uwpcc@uw.edu, include “undergrad assistant application” in the subject line.

Application Deadline: December 15, 2025

Questions: Email Miriam Bertram (uwpcc@uw.edu)