

**Arctic Research Consortium of the United States, Inc.**  
**Project Assistant Position**

The Arctic Research Consortium of the U.S., Inc. (ARCUS) is a 501(c)(3) not-for-profit consortium of universities and organizations dedicated to Arctic research and education.

This position is a non-exempt, full-time position. This position could be based at the ARCUS office in Fairbanks, Alaska or as a home-based position elsewhere in the U.S.

**Responsibilities:**

Travel (Approximately 60-70% of time, depending on event schedules)

- Arrange travel and lodging accommodations for ARCUS staff and other participants for meetings and conferences.
- Follow up with participants for submission of outstanding travel documentation.
- Process and reconcile travel documentation and receipts for reimbursement following the completion of travel;
- Coordinate with Business Office for travel documentation.

Workshop Planning and Implementation (Approximately 10-20% of time, depending on events)

- Solicit competitive bids for meeting venues, audio/visual, lodging, meals, transportation, and other meeting requirements, and acts as Point of Contact with venues.
- Communicate with meeting/workshop participants about meeting planning and logistics.
- Assist with preparation of meeting support materials for distribution to participants.
- Provide on-site administrative and logistical support during meetings and workshops.
- Prepare drafts and final copies of workshop correspondence, memos, reports, administrative forms, and other materials.
- Assist with creation of content for portions of website related to workshop.

Assist with ARCUS programs (Approximately 15% of time)

- Assist in meeting logistics and participant travel arrangements.
- Organize and schedule video conferences and online meetings, including polling for availability, determining most appropriate meeting time, informing participants about logistical aspects of the meeting, collecting and distributing supporting materials, and note-taking.
- Provide copyediting for documents and postings to ARCUS' primary email list, ArcticInfo (<https://www.arcus.org/arctic-info>).
- Assist with project outreach activities and communications.
- Assist with planning and set up of webinars.
- Assist with basic data entry and QA/QC in spreadsheets and databases.

General Administrative Support (Approximately 5% of time)

- Manage ARCUS' voicemail box, including forwarding messages to appropriate staff, returning calls, and answering general questions regarding ARCUS.
- Assist with credit card statement reconciliation.

- As needed, schedule meeting and set up conference calls.
- As needed, take detailed notes during meetings.
- Other duties as assigned.

### **Qualifications:**

#### Skills and Abilities:

- Attention to detail is imperative.
- Excellent organizational skills.
- Communicate effectively both orally and in writing.
- Manage time well to complete tasks on deadlines, with a proactive approach.
- Skilled at editing for clarity, grammar, spelling, and formatting.
- Strong critical thinking skills.
- Proficient with standard word processing, spreadsheet, email software, and general computer skills.
- Ability to work cooperatively in a team environment.

#### Education and Experience:

- Sufficient to perform effectively the responsibilities of the position and to have acquired the necessary knowledge, skills, and abilities.

Some travel may be necessary, resulting in increased hours and associated overtime about twice per year.

### **Additional Details**

Salary will be commensurate with education and experience; within a range of \$17.25 to \$20.00. ARCUS has a generous benefits package that includes health and dental insurance, retirement benefit, and generous paid time off policy. ARCUS is supportive of continued training and professional development opportunities.

This is a full-time position, 30-40 hours/week, paid on an hourly basis and will report to a Project Manager. Working hours would be Monday-Friday, with significant overlap with the hours of 8:00 a.m.-5:00 p.m. Alaska time.

### **How to Apply**

Application materials should include:

1. A letter of interest (1-2 pages) that explains how your experiences and qualifications are a fit for this position; specifically addressing your attention to detail.
2. A resume.

References will be requested from final candidates.

Please submit application materials and any questions via email to [jobs@arcus.org](mailto:jobs@arcus.org), subject line: "Project Assistant [Last Name]". No phone calls, please.

Applications will be reviewed beginning 17 July 2019, but the position will remain open until filled.

ARCUS is an equal opportunity employer.