



**Institute, West Virginia**

**Job Title: USDA Northeast Climate Hub Equity Fellow**

**Department/Office: WVSU Extension**

**Reports to: Jorge Vera**

**FLSA Status: Nonexempt**

### **Summary**

Primary duties will include revitalizing and maintaining the Graduate Student Climate Adaptation and Mitigation Partners (GradCAMP) network. The primary focus is to design and execute a high-impact, virtual culminating event that reunites past scholars to present their research, share climate adaptation findings, and foster long-term professional collaboration. The successful candidate will work with Climate Hub personnel and scholars to arrange a virtual meeting agenda and run these sessions.

**This position is employed by the WVSU Research and Development Corporation.**

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work with past GradCAMP scholar cohorts and Climate Hub personnel to complete the culminating virtual event.
- Create a series of virtual meetings/workshops with regular guest speakers.

### **Specific Duties and Responsibilities:**

- Engage with graduate students
- Create a syllabus with a monthly meeting agenda to bring together graduate students and engage them with guest speakers and each other.
- Engage students in discussion topics that help them focus on their culminating projects and topics.
- Find guest speakers for monthly meetings.
- Regular reporting to the USDA Forest Service and WVSU Extension

### **Required and Desired Skills and Traits**

- Ability to utilize remote meeting and information delivery technology
- Ability to network and represent the GradCAMP program as well as WVSU Extension at

- events
- Strong organizational skills
- Event-planning skills
- Curriculum creation skills
- Team-oriented but able to work alone
- Strong interpersonal skills: able to work with students from a variety of backgrounds

### **Supervisory Responsibilities**

There are no supervisory responsibilities for this position.

### **Competencies**

1. Technical Capacity.
2. Personal Effectiveness/Credibility.
3. Thoroughness.
4. Collaboration Skills.
5. Communication Proficiency: Oral and written.
6. Flexibility.
7. Extensive software skills are required, as well as Internet research abilities and remote meeting organization.

### **Work Environment**

This is a virtual remote position. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Position Type and Expected Hours of Work**

Remote part-time temporary position, 20 hours per week at \$32.00/hour with a maximum of 240 hours.

### **Travel**

No travel required

## **Required Education and Experience**

Master's Degree

## **Additional Eligibility Qualifications**

None required for this position.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **To Apply**

Preferred: Information accepted as emailed in a Microsoft Word or PDF format to [rdemployment@wvstateu.edu](mailto:rdemployment@wvstateu.edu). Qualified candidates must submit a cover letter, resume, unofficial transcript and contact information for three professional references (name, title, address, phone number, and email address).

**Closing date:** This position will remain open until filled. However, first consideration will be given to applicants who reply by April 30, 2026.

## **Hard copy applications may be sent to:**

ATTN: Search Committee for USDA Northeast Climate Hub Equity Fellow  
West Virginia State University Research and Development Corporation  
PO Box 1000, 201 Byers Admin. Bldg.  
Institute, WV 25112

## **AAP/EEO Statement**

West Virginia State University is an equal opportunity affirmative action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status.

West Virginia State University is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities. To request disability accommodation contact: Michael Casey or email: [ada@wvstateu.edu](mailto:ada@wvstateu.edu).

**Women, minorities, people with disabilities and veterans are encouraged to apply**