

The Office of Marine Programs at the Graduate School of Oceanography is looking for an undergrad to assist us on one of our projects (see description below). Will you please share this position widely with students in your department and anyone else who may be interested.

**Description:**

Student Assistant Needed  
Metcalf Institute for Marine and Environmental Reporting

Work Schedule: flexible  
Hours per Week: ~10  
Wage/Salary: URI pay rate  
Employment Start Date: immediately  
Employment End Date: TBD

About Us: Metcalf Institute a small non-profit organization located in the URI Office of Marine Programs at the Graduate School of Oceanography, Narragansett Bay Campus, in Room 125 of the Coastal Institute, 218 South Ferry Road, Narragansett, about 7 miles from Kingston campus. [www.metcalfinstitute.org](http://www.metcalfinstitute.org)

Job Description: Student will assist with Metcalf Institute programs and activities. Duties include database, web and Facebook updating, email blasts, internet research, mass printing and mailing jobs. Occasional assistance with events and speakers.

Qualifications: Responsive to direction, detail-oriented, comfort with technical challenges, responsible, punctual. Must have own transportation to URI Bay Campus. (Possible employment through summer.)

Application Instructions: Via email, please send statement of interest in the position with resume attached to Katharine McDuffie, Program Director, Metcalf Institute, [mcduffie@gso.uri.edu](mailto:mcduffie@gso.uri.edu) .