

**PROJECT ADMINISTRATOR
IPCC WORKING GROUP II TECHNICAL SUPPORT UNIT**

Working Group II of the Intergovernmental Panel on Climate Change (IPCC) assesses the vulnerability of socio-economic and natural systems to climate change, potential negative and positive consequences, and options for adapting to it. A Technical Support Unit (TSU) provides technical and administrative services in support of assessment deliverables. The TSU is located at the Carnegie Institution for Science in Stanford, California, USA.

The Project Administrator will provide high-level support to the TSU management team and will be responsible for an array of activities including, but not limited to, travel budgeting and accounting, meeting planning, on-line web tool maintenance, graphics design, and communications and outreach.

Requires a Bachelor's degree in a relevant academic discipline, with 3 or more years of experience in the environmental sciences preferred.

This is a term position through 30 September 2010, with annual extensions through FY2014. Relocation expenses will not be covered. To view the complete job description and apply, visit <<http://www.fin.ucar.edu/hr/employment>> (reference job #10020 under 'Current Job Openings/Finance and Administration'). **Initial consideration will be given to applications received prior to 11/30/09.** Thereafter, applications will be reviewed on an as-needed basis. We value diversity. AA/EOE