

NSA Science Advisor Job Description

Position is half-time and for one year, renewable.

This person is a voting member of the NCAR Executive committee and the NCAR Directors committee.

The NCAR Science Advisor is responsible for communication between the NCAR Executive Committee and the NCAR Directors' committee and both the EC and the NSA. The NCAR Science Advisor represents the NSA at the NCAR Executive Committee and the NCAR Directors' Committee meetings. He/she also provides advice to the NCAR Director. This person works with the NSA EC and the Directorate on specific projects.

Duties:

Represents the NSA to NCAR upper management in formal and informal settings.

Develops and organizes formal venues for scientific discussion including at least one scientific event a year which deals with NCAR long term scientific plans.

Writes the NSA Annual report.

Participates in the formation of the NCAR strategic plan.

Works with the Directorate with specific tasks relevant to the conduct of science at NCAR.

Provides advice to the Directorate regarding issues that affect NCAR science and scientists.

Works with the Directorate and the NSA to keep informed about the context in which upper management decisions are made, and shares information with both.

With the Directorate and the NSA EC, helps formulate ways for the scientific staff to provide input for important decisions.

Reporting relationship:

Reports regularly to NSA EC, and is supervised by NSA Co-Chairs with significant input from the Directorate.

Supervisory responsibilities.

This person has no direct supervisory responsibilities, but will have access to staff in ASP and the Directorate to carry out his/her duties, with consultation with the ASP Director

and the Director of NCAR. Should also call upon NSA EC and NSA members for help as needed.

Qualifications: This person should be a member of the scientific staff that is not currently a Division Director or above.

Required

Member of the NSA

Substantive experience in science research

Demonstrated interest in the content, management and overall success of the NCAR scientific enterprise

Ability and willingness to interact effectively with diverse groups of scientists and managers.

A thorough understanding of NCAR's mission and NCAR's role with respect to the University community and the wider scientific community.

Approachable and accessible by a wide variety of scientists and managers.

Desired but not required:

Some experience in scientific management (project, group, section)

Some experience in functions of job.