



MILLERSVILLE UNIVERSITY  
WEATHER CENTER DIRECTOR  
Earth Sciences (Meteorology)

The Department of Earth Sciences at Millersville University invites applications for a full-time, Director of the Millersville University Weather Information Center (MUWIC); beginning 15 August 2021. The Director is primarily responsible for the direction and management of all aspects of the daily operation of the MUWIC including: working closely and frequently as a member of a team that includes the department chair, meteorology faculty, and a computer systems specialist; twice daily weather updates; stewardship and

curator of the department's weather and climate databases; attentiveness to, and maintenance of, the automated surface observing system; supervision and mentorship of students working in the MUWIC for the Campus Weather Service (CWS); outreach to the community; expert weather information service to the public, agencies, and media outlets on behalf of the nationally recognized meteorology program, department, and university; and expert weather guidance for university decision support and hazards response.

Located in Lancaster County, Pennsylvania, Millersville University of Pennsylvania is one of the 14 public universities of Pennsylvania's State System of Higher Education. Our pillars of pride include exceptionally strong student-faculty relationships, numerous programs of distinction, a beautiful campus and vibrant location, and successful job placement for our students. Our students' success, both inside and outside of the classroom, is our highest priority, and we provide numerous opportunities to facilitate their academic, personal, and social growth and development. Almost 70 baccalaureate programs are available for our 6,600 students to find their path. Several of our programs are multidisciplinary in nature, combining science, technology, and art to create a more progressive degree. One thousand graduate students enroll in 21 master's and three doctoral programs. Our faculty are highly respected in their fields and dedicated to the success of students in the classroom, research labs, and in campus life. Over 66,000 alumni live in all 50 states and in 72 countries around the world. We seek individuals who embrace and value our EPPIC values of exploration, public mission, professionalism, inclusion, integrity, and compassion.

**Duties and Responsibilities:**

- Supervises and manages all aspects of the MUWIC's daily operation, including but not limited to issuance of twice-daily forecasts, special forecasts as conditions demand, and expert weather discussions. On an event-driven basis the director interacts directly with a wide range of university administrators, including the President, Provost, Vice Presidents of Finance and Administration and Student Affairs, Director of Maintenance Operations, Director of Safety and Environmental Health, and numerous university coaches, providing crucial guidance on the weather's anticipated effects on various university events and activities.
- Supervises and serves as mentor to students who produce short-term forecasts for the university and public through the CWS; provides twice-daily weather briefings to students as part of mentoring in operational forecasting. The director is responsible for the quality of all forecast products issued from the MUWIC and is the local administrator for the Weather Challenge national forecasting competition.
- Maintains the electronic map wall and monitors the functionality of all the MUWIC hardware and software and reports issues using the chain of command. The director is expected to maintain strong professional relations with the department's general computer and networking support person, as well as with the appropriate Information Technology personnel.
- Stewards the meteorology program's data and curates the department's climatological database, which covers the period from 1914 to present. This includes management, cleaning, and calibration of the ground-based meteorological instruments on the roof of Caputo Hall and in the department's instrument enclosure.

- Maintains the department's web sites, including the development of new web-based material and/or the dissemination of web-based materials provided by faculty and staff; routinely checks the web pages for broken links, data streaming issues, and any other issues.
- Maintains and expands the local to global media presence, including interviews with local and regional newspapers, television stations, and radio stations; posts to social media (e.g., Twitter, Facebook, etc.,) on matters related to weather and climate; routinely produces streaming video webcasts of medium range forecasts and supervises students in the production of streaming short-term forecasts for webcasting.
- Conducts outreach activities representing the university and the meteorology program, including tours and guest presentations to audiences ranging from federal and state agencies (e.g., FEMA) to local schools and private groups; spearheads efforts of forming cooperative relationships, developing new promotional avenues, and creating valued-added forecast products and services.
- Maintains active partnerships and collaborations with the environmental hazard and emergency management faculty and the program and supports efforts to ensure the compliance and sustainability of the University StormReady® status.
- Seeks out opportunities for external grant and contracts as they relate to the expertise of the director and align with the department mission.
- Possesses competency in the MS Office suite or an equivalent word processing, spreadsheet, and presentation application; is proficient in web-based languages (e.g. html); is proficient, or willing to become proficient, in meteorological software applications such as AWIPS II, GR- Analyst, and Unidata's IDV and MetPy, and emergent technology. The director is at ease with using a computer.
- Makes classroom and organizational presentations as an expert on weather information as the situations arise.
- Serves on campus and community committees as an expert on weather information or as a representative of the department/college/university, as appropriate.
- All other duties as assigned.

**Required Qualifications:**

- Bachelor's degree in meteorology or atmospheric science(s).
- 2 years of recent experience working as a weather forecaster in the public or private sector.
- Ability to supervise groups of undergraduate students in the weather forecast process.
- Experience with meteorological data management.
- Comfortable providing interviews to the media and disseminating information using social media outlets.
- Comfortable speaking before groups of students, teachers, and parents, all from varied social, educational, and economic backgrounds.
- Detail oriented with strong written and verbal communication skills.
- Ability to work constructively with minimal supervision, make decisions, and have good judgment.
- Ability to function in a high-energy, fast-paced, ever-changing environment while maintaining a professional appearance and demeanor.
- Ability to work evenings and weekends during high peak times and special events.
- Excellent oral, written, interpersonal communication skills.
- Proficiency in Microsoft Office including Word, Excel, PowerPoint, Outlook.
- Evidence of a commitment to diversity, equity, and inclusion.
- Fluent in web design languages and platforms (e.g., html, cascade), or be willing to be trained to develop a high level of fluency.
- Demonstrated strong organizational, communication, analytical, and excellent problem-solving skills.
- Independent judgement, personal responsibility, and anticipatory thinking.
- Comfort with dynamic, fast-paced work environments; a sense of urgency and attention to deadlines and details.
- Ability to work with students of diverse cultures, racial and ethnic groups.
- Ability to work independently and in coordination with others.
- Successful interview.

- Successful completion of three background checks.

**Preferred Qualifications:**

- Master's degree in meteorology or atmospheric science(s)
- Experience with state-of-the-art meteorological graphics systems, such as AWIPS II.
- Experience working with federal and state grant programs.
- College teaching experience at the general education in science level or higher.

**Conditions of Employment:**

This position is represented by a labor union and is subject to the terms and conditions of the SCUPA Collective Bargaining Agreement.

Individuals holding this position are essential as defined by the collective bargaining agreement and will be expected to report to work during weather and other emergencies.

The position specifies contract responsibilities that require living in a University-furnished apartment.

**Compensation and Benefits:**

Annual salary is \$54,768.00. For description of benefits available, see The State System Employee Benefits Summary at [https://www.passhe.edu/inside/HR/syshr/Benefit\\_Summaries/PEBTF\\_Summary.pdf](https://www.passhe.edu/inside/HR/syshr/Benefit_Summaries/PEBTF_Summary.pdf)

**To Apply:**

For complete position description and qualifications, and to apply, go to <https://jobs.millersville.edu/postings/8625> and complete a staff application. All applications must be received by

**June 30, 2021.**