

Itemized current duties of PCC director

PCC Director Responsibilities (November 2025)

Leadership

- Create and lead the vision for the PCC as a whole and climate education programming in particular—keeping courses, seminars, summer institute, etc. current
- Navigate the PCC in a responsible way through the complex issues of activism
- Assist with Summer Institute Science Programming, as needed
- Twice annual Board Meetings, board membership transitions, meeting agenda
- Regular meetings with EarthLab and College Executive Committee
- Update PCC's strategic plan, as needed
- Lead the 10-year academic review, as needed

Visibility

- Bring attention and respect to PCC, in the College of the Environment and beyond
- Identify scope of PCC, represent PCC and climate science to UW community and coordinate PCC with these other climate interests

Budgeting and Funding

- Adapt to a rapidly changing funding landscape
- Secure the stability of the PCC budget long term, including cultivating donors and looking for federal and other funding opportunities
- Negotiate and manage PCC's UW budget
- Steward donor funding: award fellowships, grants, and other support
- Interact and engage with donors. Ensure donor priorities are met. Communicate successes with donors.
- Work with College Advancement to steward PCC interests.

Teaching

- Ensure PCC courses are taught, including the 586/475 Current Research and undergraduate capstone course and 588 Carbon Cycle and Climate
- Promote team teaching to departments and the college
- Advising: review and approve all capstone projects for GCeCS.

Work with Miriam on

- Advertising, communications and operations, including web site creation and maintenance, promotional materials and activities; event hosting
- Budget management and projections, meeting with Dean's office fiscal staff assigned to the PCC
- Outreach including PNW Climate Ambassador programming
- Educational program oversight, including the climate science minor and graduate certificate in climate science

Support Miriam's professional development and HR position review.