



United States Department of the Interior

U.S. GEOLOGICAL SURVEY

Great Lakes Science Center
1451 Green Road
Ann Arbor, MI 48105-2807
PH: (734) 994-3331 FAX: (734) 994-8780

January 26th, 2018

Position: Field and Office Assistant (Student Services Contractor) 1 position available

Location: Great Lakes Science Center, Ann Arbor, MI

Salary: \$18.83/ hr; Full time during the summer, part time possible during school

Duration of position: This is a contract position that will begin as early as March 1st, 2018. The intended duration is March 1st, 2018 – September 1st, 2018.

Project: The *Phragmites* Adaptive Management Framework (PAMF)

Position Description: The student contractor will serve as a Field and Office Assistant supporting the delivery and ongoing development of the *Phragmites* Adaptive Management Framework (<http://www.greatlakesphragmites.net/pamf/>). The contractor will be based at The Great Lakes Science Center in Ann Arbor, MI. S/he will play a critical support role for researchers in the Coastal Ecosystems branch of the USGS-GLSC by assisting with a variety of duties. Duties include, but are not limited to:

- Assist in organizing and leading training sessions to PAMF participants around the Great Lakes basin.
- Assist in creating, updating, and refining various outreach materials (e.g., instructional guides, videos.)
- Provide technical assistance and general support to landowners and land managers involved in PAMF.
- Assist in data entry and management.
- Contribute as needed to greenhouse studies on *Phragmites*, as well as coastal wetland research (water quality data collection and processing.)

Education/Experience Requirements: The successful candidate must have:

- A bachelor's degree in natural resources, biology, ecology, or a related field that was awarded less than one year prior to beginning the contract or is anticipated within 3 months of beginning the contract
- A valid driver's license, a valid passport, and the ability to travel to Canada.
- Field experience working with non-native *Phragmites* or other invasive plant species is preferred.
- Strong communication and outreach skills.
- Great attention to detail and desire to learn.
- High motivation and must feel comfortable working both as a member of a team and independently.

Other Details: This contract covers a 6-month period, with an anticipated start date of March 1st, 2018. The student contractor will not receive holiday pay, annual or sick leave, or health care benefits, nor will s/he receive overtime pay for hours worked in excess of 80 within a two-week period. Hours in excess of the established 80 per two weeks will be paid at the regular hourly rate. The student will report to the Great Lakes Science Center in Ann Arbor, MI for all duties, unless otherwise specified. Office work will occur in a room equipped with a computer workstation. Field work will occur outdoors in the Great Lakes basin, often during challenging weather conditions. Paid travel will be required for multiple days at a time. Moving expenses will not be paid. Lodging will only be provided when in travel status.

The successful candidate will be hired as an independent contractor. This is not a government position, and time does not count toward time-in-service.

Application deadline is February 9th. To ensure consideration of your application, please send a cover letter, resume or CV, and a list of three references to Wes Bickford (wbickford@usgs.gov, (734) 214-7291).