



University & Research Summer Assistant 2024

The Chincoteague Bay Field Station is seeking an individual with strong organizational and leadership skills to work with our University & Research (U&R) team during the summer. The Field Station offers 12 weeks of marine science-related college courses and is seeking a Summer Assistant for the U&R department to work in both field and residential settings. In this position, you will lead kayak trips in the tidal creeks and marshes, and complete other physical and administrative tasks to meet program goals. The Summer Assistant position also shares the responsibility, with the U&R Interns, of overseeing the college community in residential aspects. This includes monitoring housing, rule enforcement, and recreation as our goal is to create a safe, productive, and enjoyable environment for all students. The U&R Summer Assistant reports to the U&R Coordinator and Assistant Coordinator, supervises the U&R Interns in all aspects of their jobs, and is a part of the Field Station's education team. Training for this position will occur during the first two weeks of employment and is specific to the U&R Program and other summer job duties.

Dates of Employment: April 22 - August 10, 2024 (subject to change)

Program Maintenance (PGM) Duties - approximately 20 hours/wk

- Supervise U&R Interns in PGM duties, residential duties, and their research project
- Lead University summer course kayak trips in tidal creeks and marshes
- Lead University summer course boat trips, in the bay and coastal regions
- Assist with aquarium maintenance and animal husbandry
- Assist with office work
- Maintain research and laboratory equipment



Residential (RA) Duties - approximately 10 hours/wk

- Run check-in/check-out procedures between sessions
- Act as Lead Resident Advisor:
 - Supervise college interns in their role of Resident Advisors
 - Serve as the first contact for residents' problems and emergencies
 - Enforce rules and safety regulations
 - Ensure residential areas are clean and safe
 - 1-3 nights a week of on-call duties during weekends and overnights (time is not applied towards 40 hour work week unless you are called into action during your on-call time)
- Create and facilitate weekly activities and events for college students (these are typically planned for weekends)
- Create a welcoming and inclusive environment for all students



Research - approximately 10 hours/wk

- Oversee U&R intern research projects
- Option to design and conduct a field-based research project relevant to the goals of the Field Station
- Assist in ongoing research projects with CBFS faculty as available
- Report on research during the final session of the summer to staff, students, and faculty

*division of hours is flexible and is subject to change based on the needs of the U&R department



Required Qualifications

- 21 years old by April 1st, 2024
- Bachelor's degree in related field
- Must be able to work all dates of employment. Work hours will include weekends and evenings.
- Current CPR and First Aid Certification (valid through August 2024)
- Valid driver's license with clean driving record (2 or fewer minor traffic violations in last 2 years)
- Strong organizational and leadership skills
- Ability to lift 50 pounds
- Ability to work independently



Desired Qualifications

- Capable of implementing and enforcing campus rules
- Ability to connect with, encourage, and direct college students
- Must be enthusiastic, friendly, creative, & energetic
- Computer skills (Microsoft Office, database management, etc.)
- Resident assistant and/or camp counselor experience
- Kayaking experience (recreationally or professionally)
- Experience developing and conducting research projects
- Ability to be flexible and professional in all situations

Benefits

- \$5,120 stipend (distributed throughout the summer)
- Private room in furnished two bedroom apartment (no partners, pets or progeny are allowed)
- Meals when dining hall is in operation
- Gain experience at a field station and environmental education facility
- Learn a variety of research equipment and aquaria maintenance skills
- Networking opportunities with professors from multiple universities
- Gain supervisory skills
- Live and work in an exciting coastal setting



Application Procedure

Visit the Chincoteague Bay Field Station website and complete the U&R Summer Assistant application form under the employment tab. Be sure to include contact information for three references, as well as electronic attachment of cover letter and resume.

Any questions can be directed to:

Ashley Pulscak - University & Research Coordinator
Chincoteague Bay Field Station
ur@cbfieldstation.org
(757)824-5636 Ext. 105
cbfieldstation.org



We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.