



## University & Research Summer Assistant 2018

The Chincoteague Bay Field Station is seeking an individual with strong organizational and leadership skills to work with our University and Research (U&R) team during the summer. The Field Station offers 12 weeks of marine science related college courses, and we are seeking U&R Summer Assistants to work in both field and residential settings to facilitate the hands-on educational experience for college students. In this position, you will lead kayak trips in the tidal creeks and marshes, escort groups to NASA's Wallops Island, and complete other physical and administrative tasks to meet program goals. This position also shares responsibility for overseeing the college community in residential aspects including housing, rules, 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, is a part of the Field Station's education team, and assists with supervision of U&R Interns in their role as resident advisors, research, and during program work. 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:** May 6 - August 13, 2019

### **U&R Program Duties (approximately 25 hours/wk during summer sessions)**

- Maintain research and laboratory equipment
- Assist with aquarium maintenance and animal husbandry
- Supervise U&R Intern program work and research
- Assist with office work
- Lead University summer course kayak trips in tidal creeks and marshes
- Escort groups to beach and marsh sites on NASA's Wallops Island
- Drive 15 passenger van

### **U&R Residential Duties (approximately 15 hours/wk during summer sessions)**

- Coordinate college student housing and run check-in/check-out procedures
- Enforce rules and safety regulations
- Ensure residential areas are clean and safe
- Act as Co-Lead Resident Advisor
- Supervise college interns in their role of Resident Advisors
- Serve as first contact for residents' problems and emergencies
- Create weekly activities and events for college students
- Facilitate college course activities as needed
- 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)

## Desired Qualifications

- Bachelor's degree in related field
- Familiarity with principals of marine science
- 21 years old by April 1st 2019
- Must be able to work all dates of employment. Work hours will include weekends and evenings.
- Strong organizational and leadership skills
- Ability to work independently
- Capable of implementing and enforcing campus rules
- Ability to lift 50 pounds
- 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
- Current CPR and First Aid Certification
- Valid driver's license with clean driving record (2 or fewer minor traffic violations in last 2 years)
- Ability to obtain NASA security clearance for Wallops Island (Required)
- Ability to be flexible and professional in all situations



## Benefits

- \$1,000 stipend
- Private room in 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
- 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:**

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