

Position: University & Research Coordinator

Application Deadline: July 8, 2017

This is a year-round senior staff position ideal for those who are looking to take the next step along their marine science, conservation, or informal education career path. The University & Research Coordinator (URC) works closely with university faculty to plan field visits, summer courses and research, maintains field and laboratory equipment and saltwater aquaria, crews as mate aboard the inshore and offshore research vessels, and assists with other Field Station programs as needed. The URC hires and supervises the University & Research Assistant Coordinator, University Summer Assistants, University & Research Interns, and co-manages and hires the Field Station Educators. Ideal candidates are self-motivated, organized and flexible individuals with a passion for research, education and the environment. Best fit individuals will demonstrate creative problem solving skills, the ability to work well independently and as part of a team, and have a reasonable level of physical fitness.

Essential Functions:

- Advises faculty or group leaders on trip and course planning, including guidance in selecting field activities, equipment and locations as well as logistics such as vessels, transportation, housing and meals.
- Coordinates scheduling for research, summer courses, and field trips.
- Administrates the summer course registration system, including collecting course information from faculty, posting the information online and processing student registrations.
- Hires and supervises the University & Research Assistant Coordinator, University Summer Assistants, University & Research Interns, and co-manages and hires Field Station Educators.
- While the University groups are on campus the URC ensures groups' needs are met and attends select meals in order to communicate with groups.
- Leads groups in the field on boat trips, kayaking excursions, or whenever field assistance is needed. Instructs groups on research methods and equipment use, local ecology, and organism identification.
- Equipment inventory, repair, oversight of equipment use for all programs.
- Supervises aquarium maintenance and ensures proper care and handling of all specimens.
- Develops annual budget proposal for University Programs and annual Field Trip, Research, and Summer Course Fee Schedules.
- Manages budget and purchases to support University & Research Programs, aquaria, equipment procurement and maintenance.
- Represents the Field Station at Academic Advisory Council meetings, and at yearly marketing visits to universities.
- On-site coordinator for independent research activities. The URC makes sure that all researchers, both faculty and students, follow Field Station protocols throughout the approval process and their project. The URC also keeps a record of all research conducted on site.
- Assists the Marketing & Development Coordinator in marketing the CBFS University and Research Programs both on campus and on marketing visits.
- Serves as a mate and marine technician aboard inshore and offshore vessels operating up to 80+ miles offshore. Operate a 16ft Whaler.
- Commonly used equipment includes; water sampling bottles, benthic grab, otter trawls, CTD, DO meters, seines, secchi disks, plankton nets, etc.
- Serves as director of residential life for a community of 30-100 university students for 12 weeks each year, supervises residential life staff. Works with CBFS Directors and university disciplinary boards as needed in regards to negative student behavior.
- Provides emergency on-call services on a rotating schedule with other staff.
- Other duties as assigned.

Desired Qualifications:

- Bachelor's Degree required (Master's degree strongly preferred) and 3-5 years of experience in Marine Science, Biology, Ecology, Environmental Science or closely related field.
- Extensive knowledge and skill in the maintenance and experience working with and troubleshooting oceanographic and marine science field equipment, and aquaria.
- Field research experience preferred.
- Experience working with university students and faculty preferred. Experience working in non-formal education settings such field stations or environmental education centers a plus.
- Experience in working in residential education and managing a residential community
- Commitment to teamwork and demonstrated success in leadership, excellent natural history skills, written/verbal/presentation communication skills, and computer experience including word processing, Adobe Suite, spreadsheets and databases.
- Should be self-motivated and detail-oriented with the ability to work independently and as a team player on multiple tasks.
- Must maintain a valid Virginia CDL driver's license, will be provided as on job training if necessary.
- First Aid and/or Water Safety training desirable.
- Must enjoy working outdoors in all weather conditions. Position requires employee to reside on premises of CBFS, with residence and utilities provided by CBFS.

Benefits:

- Exempt, full-time year round position includes weekend and evening hours.
- Salary consistent with the staffing of a non-profit organization and commensurate with experience and skills (\$25,000-\$27,000).
- Health benefits provided (medical and dental) after first 3 months of probationary employment.
- Paid vacation, holidays, and sick days.
- On-site housing consisting of a semi-furnished, modern, two-bedroom one bath apartment (valued at \$14,400/year).
- Meals in the cafeteria when programs in operation.

To Apply:

- E-mail detailed Cover Letter and Resume or CV to Elise Trelegan, elise@cbfieldstation.org, along with contact information for 3 professional or academic references.
 - Subject heading in e-mail should read: University & Research Coordinator Application.
- All Applications must be in PDF or Microsoft Word format.

Closing Date: July 8, 2017

Chincoteague Bay Field Station is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Association will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.