Cal Poly Humboldt Sponsored Programs Foundation  
Job Announcement  
This is not a state position

Job Title: Senior Fisheries Research Assistant.

Location: Arcata, Humboldt County, CA.

Hours: Full Time, Non-Exempt, Benefit Eligible. This is a grant funded position for a full-time, one-year appointment; October 2022 through September 2023. Annual renewal is possible contingent on funding.

Pay Rate: $19-21/hr., depending on experience.

Supervisor: This position will work with the supervisor as a Cal Poly Humboldt Sponsored Programs Foundation employee.

Successful candidates will be responsible for:
- Coordinating data collection and management for multiple projects designed to record salmonid biological data, including the use of specialized fisheries techniques and equipment such as weirs, juvenile migrant traps, seines, Radio Frequency Identification PIT tag stations, and visual observation.
- Managing data collected at weirs, traps, and spawning grounds throughout Prairie Creek. Responsible for entry, organization, QA/QC, and validation of data. Assists technician staff in data entry and sanitation. Collaborates with external agency staff to assimilate and validate all data sources.
- Using relational database software, the incumbent will be responsible for generating data summaries in graphical and tabular formats for quarterly and annual project reporting. Work with contract managers to prepare and distribute scientific annual reports. Work with Principal Investigator (PI) to prepare Grant Completion Report.
- Responsible for generating staff schedules, training staff in sampling procedures, developing and ensuring proper adherence to protocols, coordinating with other agency staff, and updating supervisors on project operations, field conditions, and staff performance.
- Assisting PI in determining best monitoring practices, and in determining project direction and research objectives. Assists with the planning and forecasting of project budgets, tracking daily staff activities, purchasing, and other office functions as needed.

Knowledge/Skills Required by the Position:
- Knowledge of fishery biology, aquatic habitats, and scientific methods.
- Personal computer skills such as word processing, spreadsheets, e-mail, publishing software, presentation software, database software, GIS software, bibliographic software, and statistical analysis packages.
- Knowledge of technical writing protocols, statistics and mathematics, and database management.
- Strong written and oral communication skills.
- Ability to collect neat and accurate data using a handheld data recorder.
**Physical Demands:**
Demands can range from sedentary, to moderate -- where there is walking, climbing stairs and ladders, reaching, lifting, and bending, to rigorous. In the latter case, the employee must be able to handle buckets of water or gear weighing up to 50 pounds. Long daily periods of hiking, carrying equipment, swimming, and/or standing may be required. Some work requires the ability to maintain footing in fast-moving water.

**Work Environment:**
Some work is performed in an office setting with adequate lighting, heating, and ventilation. Some work may be performed in fish processing labs, fish holding areas, and/or in the field. Employees may work on narrow, elevated walkways and platforms that are over or adjacent to water. Field work involves exposure to all types of weather, slippery rocks or docks, trails, irregular terrain, insects, poison oak, rough or fast-moving water, or cold water temperatures.

**Minimum Qualifications/Experience:**
A range of education and experience may be presented. Candidates must present successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree that included a major in biological science with at least 6 semester hours in aquatic subjects and at least 12 semester hours in the biological sciences AND 2 years of graduate work or 2 years specialized experience. Possess a valid driver's license.

**To Apply:** Email cover letter and resume or CV along with the HSU SPF Employee Information Form for Applicants to: Darren Ward (dw193@humboldt.edu). Use the subject heading ‘Senior Fisheries Research Assistant’. 

**Application review date: 11/14/22**
Accepting applications now. This position is open until filled.

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF’s Equal Employment Opportunity hiring can be found here.

For assistance with the application process, please submit an Accommodation Request Form, which can be found here or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at https://hraps.humboldt.edu/reasonable-accommodation. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.