SEEKING: UNDERGRADUATE HYDROGEOLOGY RESEARCH ASSISTANT

POSITION OFFICIAL TITLE: Undergraduate Research Assistant

DEPARTMENT: Department of Geosciences at University of Massachusetts at Amherst

PROJECT: Farms, Floods, and Fluvial Geomorphology: Making the Most of Our Natural Resources

TYPE OF APPOINTMENT: This appointment is anticipated to begin September 1, 2015 and continue through June 30, 2016, with a possible reappointment to February 28, 2017, dependent upon funding and performance. Reappointment beyond February 28, 2017, is not intended.

POSITION PURPOSE:
Under the supervision of Dr. Christine Hatch and Dr. Benjamin Warner, the primary work will involve geographical data management, hydrologic data management, meeting and workshop logistical management, and literature review development.

PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS:
• Field data collection and management (approximately 40%)
• GIS map creation and management (approximately 20%)
• Literature review (approximately 10%)
• Meeting and workshop logistics management (approximately 20%)
• Other duties as requested by the project leaders (approximately 10%)

SPECIFIC JOB RESPONSIBILITIES:
• Work independently and collaboratively with staff
• Assist with field inventories of flooding and land management across the State
• Assist with data collection and gaining access to relevant properties
• Update and maintain electronic data

WORKING CONDITIONS:
Make individual arrangements for transportation adequate to meet position responsibilities and essential job functions. Assume regular travel throughout Western Massachusetts. Perform outdoor fieldwork including travel to field sites over potentially difficult terrain. Work outdoors in inclement weather under hot, cold, or wet conditions, and work in and around rivers; applicants must be able to swim and manage swift moving river water.

QUALIFICATIONS:
BA or BS student, currently enrolled at UMass or in another college in the five-college consortium. Field of study must be geology, geography, environmental science, or related field. Excellent writing and communication skills are required. Must have knowledge and skills to
effectively interact with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity.

BEST QUALIFIED APPLICANTS MAY ALSO DEMONSTRATE THE FOLLOWING PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Experience with ESRI ArcGIS products, Microsoft Word, Excel, and Access
- Ability to organize work and to work productively with indirect supervision
- Demonstrated ability to perform as part of a project team

POSITION COMPENSATION AND TIME REQUIREMENT:
Undergraduate researcher will receive $10 per hour and will be required to work on average 5-10 hours per week. Per week work hours may change based on project needs.

APPLICATION DUE DATE:
August 1, 2015. Applications received after the application due date will be accepted through the conclusion of the hiring process.

APPLICATION PROCEDURE:
1) To receive full consideration, you must submit all of the required documents listed below. Any documents, other than those requested, will be deleted from your application. Application materials that do not comply with these instructions are incomplete and will not be considered.

- COVER LETTER (up to one page) that summarizes how you meet the MINIMUM qualifications of this position. Please address each of the minimum qualifications. Please also include a paragraph that summarizes the PREFERRED knowledge, skills and abilities which you possess as particular strengths, beyond the minimum qualifications. Your response will be evaluated for content and written communication skills.

- STATEMENT OF INTEREST (up to one page), addressing how you are prepared to perform the primary duties and essential job functions. It is acceptable to describe formal education, research, training, professional work history, related life experiences, multicultural experience, second language, and volunteer work, in your response.

- PROFESSIONAL RESUME, including related education, professional work history and volunteer experience.

- CONTACT INFORMATION FOR THREE (3) PROFESSIONAL WORK REFERENCES, including at least one person who has been your immediate supervisor. For each reference, please indicate the nature of your professional relationship and include the person’s title, e-mail address and telephone number.

2) HOW TO APPLY ELECTRONICALLY: Please submit application materials (PDF FORMAT PREFERRED) to Dr. Benjamin Warner at bpwarner@umass.edu.