Iowa Department of Natural Resources
Temporary Wildlife Research Section Position – 2020 to 2021 – 780 Hours

Position title: Wildlife Research Assistant
Location: Boone Wildlife Research Station, Boone, IA
Length of Service: Start October 20, 2020 and work until 780 hours have been completed (roughly March/April 2021)
Maximum Hours: 40 hours/week
Salary: $13.25/Hour, Housing not provided

Primary Duties/Description:
The Iowa DNR Wildlife Diversity Program is seeking a full time temporary research technician to assist with data management, data collection, basic outreach (writing primarily) and office/equipment maintenance. Duties will include:
  - Data Entry for multiple surveys managed by the WDP
  - Track and collect data on radio-collared Trumpeter Swans.
  - Writing newsletter articles about wildlife diversity topics. Cleaning up and writing content for Wildlife Diversity webpages.
  - Organizing outreach materials. Maintaining and cleaning pool vehicles.
  - Getting Permissions and develop process for providing audio training materials digitally (frog and toad call survey)
  - Work with GIS personnel to develop standard map-making system for Frog and Toad and Bald Eagle Survey
  - Help organize and prepare materials for 2020 Surveys
  - Assist with Volunteer Wildlife Monitoring Program Workshops
  - Assist with Bald Eagle Midwinter survey
  - Assist with Greater Prairie Chicken Lek Survey
  - Assist with developing a volunteer management plan including an ambassador program and social media.
  - Assist with Multiple Species Inventory and Monitoring equipment organization and maintenance.
  - Other duties as assigned.

Preferred Qualifications:
  - **Detail-oriented and organized.**
  - Knowledge of wildlife ecology (particularly wildlife classified as “non-game”) and scientific data collection techniques.
  - Experience with data entry.
  - Good communication skills, especially writing and the ability to converse with the public about wildlife.
  - Familiarity with computers, particularly Microsoft Office Programs. ArcGIS experience a plus.
  - Able and willing to work long hours in the outdoors in all weather conditions.
  - Willing and able to work a flexible schedule including overnight travel and some early mornings and late nights.
  - Valid Driver’s License and ability to operate a motor vehicle.
Deadline for Application: October 10, 2020 by 5 PM.

To apply: To receive full consideration, you must send cover letter, resume, contact information (name, title, phone, address, and email) of three references, and copies of transcripts (may be unofficial copies) to: Stephanie Shepherd, Wildlife Diversity Biologist, stephanie.shepherd@dnr.iowa.gov. Questions can be directed to Stephanie at 515-230-6599.