Job Title: Wildlife Surveys Assistant  
Agency: Iowa Department of Natural Resources  
Location: Boone Wildlife Research Station, 1436 255th St., Boone, IA 50036  
Anticipated Start Date: June 1st, 2019  
Anticipated End Date: November 20th, 2019 with possibility of extension  
Job Category: Part-time, temporary position  
Last Date to Apply: Position open until filled  
Salary: $13.25/hr  

Job Description:  
- Assist in conducting mail surveys of hunters, anglers, trappers, farmers, landowners, and other stakeholders in Iowa.  
- Design variable data forms, process mail, scan returned survey forms, verify electronic data entry and merge data files.  
- Enter other data into electronic databases, merge data files and create reports.  
- Potential to assist other wildlife or fisheries DNR staff with field work or special projects.  
- This is a part-time, temporary position limited to 780 hours per fiscal year. Weekly hours are variable based on fluctuation of the workload, but will average 20 hrs/week with a flexible daily schedule.  

Qualifications:  
- Knowledge of survey procedures, polling, statistics, natural resources and recreation management.  
- Experience with data entry and management in Excel and Access databases.  
- High attention to detail and strong organizational skills.  
- Ability to work with minimal supervision and demonstrate responsible behavior.  
- Readiness to work alone or as a team with other members of the wildlife bureau staff.  
- Communicates with internal and external clients to meet their needs in a polite, courteous, and cooperative manner.  
- Must have a valid motor vehicle’s operator license.  

Preferred, but not required:  
- College graduate with a degree in (or currently pursuing a degree in) natural resource management, wildlife biology, computer science, information systems or a related field.  
- Experience using SQL, Crystal Reports, R, SAS, SPSS, HTML.  

To apply: Submit a cover letter, resume, and three references to Jenny Swanson  
ph: 515-360-0717, email: jenny.swanson@dnr.iowa.gov.