

National Council for Air and Stream Improvement, Inc. Job Description

Position: **Research Assistant**
Reports to: Research Scientist
Supervises: N/A
Work Week: Non-exempt position; 40 hours per week, including rotating weekend schedule. Occasionally, during certain periods of higher workloads hours may exceed 40 hours per week.
Revised: March 2018
Duty Station: Southern Regional Center, Newberry, Florida. Work may also require travel and extended duty time at field locations.

The National Council for Air and Stream Improvement, Inc. (NCASI), a non-profit research organization focusing on environmental issues of interest to the Forest Products Industry, is seeking a career-minded individual, willing to take on increasing levels of responsibility, for the position of Research Assistant at its Southern Regional Center in Newberry, Florida.

Essential Job Functions:

1. Perform laboratory toxicity tests, water quality tests, and other analyses involving complex procedures, methods, and instrumentation in a manner consistent with established QA/QC and produces error-free data of the highest quality.
2. Receive direction from and regularly communicate with assigned supervisory contact and other members of the professional staff.
3. Assist with the maintenance and integrity of laboratory aquatic cultures, essential equipment, and on-site structures.
4. Accomplish preliminary data reduction activities involving the use of computer software applications such as spreadsheets, databases, and word processing applications on the Microsoft Office and other platforms.
5. Prepare written summaries of test data.
6. Assist in the execution of field testing activities.
7. Demonstrate a commitment to safe practices in laboratory and field operations.
8. Keep careful and accurate written records of testing and other data-gathering activities.
9. Read, absorb, process, and communicate complex information. Respond to internal technical queries in a competent and timely manner.
10. Work at the office location or, during special projects, from a field location for extended periods.
11. Must be able to get to and work from the Southern Regional Center.

12. Must be willing to work on a rotating weekend schedule.

Additional Responsibilities:

1. Undertakes additional activities as assigned by Supervisor or Aquatic Biology Program Manager.

Minimum Qualifications:

1. Baccalaureate degree in biology, toxicology, or a related environmental science; or Associates degree with at least two years relevant experience.
2. Practical work experience in the field of aquatic ecosystem assessment (e.g. water chemistry, biological sampling, habitat assessment, toxicity testing).
3. Effective verbal and written communication skills.
4. Valid driver's license and driving record insurable at standard rates.

To Apply:

Applicants are requested to provide a résumé and cover letter to Ms. Camille Flinders at cflinders@ncasi.org. Résumé review will begin April 25, 2018. The position will remain open until filled.