



College Program Summer Assistant Position Description

The Chincoteague Bay Field Station is seeking a person with strong organizational and leadership skills to work with our college program during the summer. The field station offers 12 weeks of marine science orientated credit bearing courses for college students. The College Program Summer Assistants work in the field as a marine technician and deckhand aboard our monitor vessels assisting and instructing students on safe use of equipment and handling of marine organisms. Escort groups to NASA's Wallops Island and other physical and administrative tasks to meet program goals. While attending a course, students live and study at the field station, so this position also shares responsibility for overseeing the college community in residential aspects including housing, rules, and recreation. Our goal is to create a safe, productive, and enjoyable environment for all students. The College Summer Assistant reports to the College Program Coordinator and is a part of the field station's education team. The College Program Summer Assistant share supervision of College Program Interns in their role as resident advisors, research, and during program work. The Summer Assistants will receive training throughout their first month of employment specific to the summer job duties and will assist with other college programs

College Program Duties (approximately 25 hours/wk during summer sessions)

- Assist with college program tasks such as animal husbandry, aquarium, and equipment maintenance
- Assist with office work
- Assist in supervision of College Intern research and program work
- Act as marine technician and deckhand aboard monitor vessels
- Escort groups to beach and marsh sites on NASA's Wallops Island

College Residential Duties (approximately 15 hours/wk during summer sessions)

- Coordinate college student housing and run check-in/check-out procedures
- Enforce rules and safety regulations
- Ensure residential areas are clean and safe
- Act as Co-Lead Resident Advisor
- Supervise college interns in their role of Resident Advisors
- Serve as first contact for residents' problems and emergencies
- Create weekly activities and events for college students
- Facilitate college course activities as needed
- Drive 15 passenger van
- 2 nights a week of on-call duties during weekends and overnights (time is not applied towards 40 hour work week unless you are called into action during your on call time)

Desired Qualifications

- Bachelor's degree in related field
- Familiarity with principals of marine science
- 21 years old by April 1st 2017
- Must be able to work all dates of employment. Work hours will include weekends and evenings.
- Strong organizational and leadership skills
- Ability to work independently
- Capable of implementing and enforcing campus rules
- Ability to lift 50 pounds
- Ability to connect with, encourage, and direct college students
- Must be enthusiastic, friendly, creative, & energetic
- Computer skills (Microsoft Suite, database management, etc.)
- Resident assistant and/or camp counselor experience
- Current CPR and First Aid Certification (can be obtained during employment)
- Valid driver's license with 2 with clean driving record(2 or fewer minor traffic violations in last 2 years, okay)
- Ability to obtain NASA security clearance for Wallops Island (Required)
- Previous experience at the Chincoteague Bay Field Station valued but not required

Benefits

- \$290/week, (\$580 every two weeks)
- Private room in two bedroom apartment (apartment kitchen is shared with students, and no partners, pets or progeny are allowed)
- Meals when dining hall is in operation
- Gain experience at a field station and environmental education facility
- Gain supervisory skills
- Live and work in an exciting coastal setting

Dates of Employment: April 5, 2017- August 15, 2017

Application Procedure

Fill out the College Program Summer Assistant Application form on our website, including contact information for three references, as well as electronic attachment of cover letter, and resume. Any questions can be directed to:

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