# JOB DESCRIPTION

**JOB TITLE:** RESEARCH ASSISTANT (Invasive Plant Research Assistant)

**JOB FAMILY:** Conservation - Field

**JOB NUMBER:** 8029

**FLSA STATUS:** Non-Exempt

**RELATED POSITION TITLES:** Research Assistant, Science Assistant

## ESSENTIAL FUNCTIONS:

One year position that will not be renewed.

Works closely with Alien Plant Specialist to complete weed risk assessment for lands neighboring Waikamoi Preserve and assists with all aspects of preserve management as directed by the Alien Plant Specialist.

To complete weed risk assessment duties will include, but not be limited to:

Consulting with botanists, land managers and Maui field experts to collect, assemble, and analyze existing information on 15-20 high-priority weed species ranges within project area (10,000 acres of Haleakala Ranch bordering Waikamoi Preserve). Analyzing various types of data including spatial data, shape files and expert knowledge/interviews to determine information gaps for target species. Report findings to supervisor and create field plan for aerial and ground reconnaissance mapping project.

Conducting aerial and ground surveys for target weed species within select zones of 10,000 acre project area using Global Positioning Systems. Develop blueprints of high priority treatment sites, produce maps using Arc View GIS software, and assist in the production of reports.

Producing 10-30 page technical report (i.e., Technical Note), species list, biology, maps and related Arc View shapefiles that identify the most important weed information gaps for 15-20 priority weeds species within the project area. Produces 5-20 page final report that summarizes the findings of the mapping efforts.

The Invasive Plant Research Assistant is supervised by the Alien Plant Specialist. The Invasive Plant Research Assistant supervises no one, however may from time to time lead volunteers in field based activities.

## KNOWLEDGE/SKILLS:

- Bachelor’s degree in biology, ecology, natural resources management or related field and one year related work experience.
- Ability to identify invasive species in the field and knowledge of weed control techniques. Excellent botanical skills essential to key out and identify with confidence genus and species of plant specimen (both Hawaiian native and non-native taxa).
- Knowledge of Hawaiian natural systems, with an emphasis on Maui ecosystems.
- One year field experience and knowledge of field safety protocols (including helicopter, four-wheel drive, radio communications).
- Ability to organize time and manage diverse activities. Meet deadlines.
- Proficiency in Global Positioning Systems (from helicopter and ground) and Arc View GIS, including ability to utilize data to create appropriate maps. Database management skills in Arc View, Excel and Access essential.
- Proven organizational skills and attention to detail.
COMPLEXITY/PROBLEM SOLVING:
• Ability to coordinate multiple projects with several variables, set realistic deadlines and manage a timeframe.
• Resolve routine problems independently, consulting with supervisor to develop plans for resolution of complex or unusual problems.
• Ability to compile data from many sources into reports.

DISCRETION/LATITUDE/DECISION-MAKING:
• Perform duties under general supervision and established guidelines.
• Prioritize work independently, exercise judgement.
• Consult with supervisor to address any issues that may affect the work of others or the program as a whole.
• Coordinate logistics including ground and helicopter survey, land-owner access and permissions, volunteers and other staff.

RESPONSIBILITY/OVERSIGHT – FINANCIAL & SUPERVISORY:
• Supervises no staff but may help plan and direct the work of volunteers or interns.
• Participate in work groups regularly.

COMMUNICATIONS/INTERPERSONAL CONTACTS:
• Formulate ideas and communicate clearly with others, both orally and in written form.
• Work and communicate effectively with a diverse group of people, including scientists, preserve staff, and others, providing and obtaining needed information.
• Function productively and collaboratively as a member of a work team.
• Provide a variety of information to staff and others, contributing to conservation projects and assisting workflow throughout the organization.

WORKING CONDITIONS/PHYSICAL EFFORT:
• Willingness to work long hours in an isolated setting.
• Ability to perform tasks requiring physical exertion, outdoors, in all weather conditions and on difficult and sometimes hazardous terrain.
• Work requires physical exertion and may involve physical strain. Work environment involves frequent exposure to disagreeable elements.
• Work involves hours of helicopter survey and days of ground survey (steep climbing).

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