

Subject: Internship Coordinator - Coastal Conservation Research Program

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The Wetlands Institute seeks applicants for a temporary, full-time, seasonal Internship Coordinator for our 10-week summer undergraduate research intern program. Located on the Cape May Peninsula of southern New Jersey, The Wetlands Institute promotes research, conservation, and education through a variety of community-engagement projects, educational programs, and field studies. The Internship Coordinator will work closely with Institute staff to lead research interns as they gain hands-on experience in the Institute's core research and conservation programs related to diamondback terrapins, horseshoe crabs, coastal birds, and coastal and wetland ecosystem dynamics.

Primary tasks:

- supervise and direct interns in group and individual research projects
- oversee and coordinate schedules, logistics, data management, and quality control
- participate and supervise interns in ongoing data collection and outreach activities

Additional responsibilities:

- mentor students in the development, completion, and presentation of individual research projects
- coordinate with full-time and seasonal staff to develop weekly schedules for intern activities
- develop and deliver weekly professional development seminars
- promote and demonstrate positive attitude, research ethics, and personnel safety
- ensure adherence to protocols and facilitate collection of data for existing projects
- maintain regular communication with Institute staff, partners, and volunteers
- oversee use and maintenance of Institute research equipment
- document intern activities through photographs, video, and articles

Required qualifications for the position:

- An enthusiasm and strong desire to provide a positive and engaging learning experience for undergraduate students
- Advanced degree in biology, ecology, conservation biology or related field; Ph.D. preferred, M.S. accepted
- Field research, supervisory, and undergraduate teaching and/or mentorship experience
- Broad knowledge of coastal and wetland habitats and organisms
- Proficiency in data management and statistical analysis/programs
- Availability for duration of internship program (late May – early August), with a minimum of one additional week before and following the program
- Ability to work long hours, including early mornings, nights, weekends, and holidays, and tolerate variable environmental conditions including heat, rain, and biting insects
- Desired qualifications include: research experience related to the above core research programs, boat operation experience, familiarity with ArcGIS

Bi-weekly salary is \$2,000. The duration of the position is approximately 12 weeks (mid-May – early-August), with some flexibility for start and end dates. Housing is not provided. A valid driver's license and personal transportation is required.

Over the past 20 years, more than 200 college and university students from over 100 academic institutions throughout the United States and abroad have participated in CCRP as research interns. More information is available at <http://wetlandsinstitute.org/research/ccrp/>.

Please submit: 1) cover letter detailing interest, qualifications, and availability for position, 2) CV, 3) contact information for three professional references to Lisa Ferguson: research AT wetlandsinstitute.org. Please include "CCRP Intern Coordinator" in the subject line. Application deadline is March 1, 2016.

The Wetlands Institute is an Equal Opportunity Employer: We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.