

CORNELL UNIVERSITY
STAFF POSITION DESCRIPTION

Date: 11/08/2016

The university job title classification will be determined in accordance with the Position Classification Process.

Please refer to Preparing the Staff Position Description prior to completing this document.

Current Incumbent, if any: _____	Position #:	<u>300889</u>
University Job Title: <u>Research Aide III- WDR-00009317</u>	Pay Band:	<u>C</u>
Working Title (if different): _____	Exempt: <input type="checkbox"/>	Nonexempt: <input checked="" type="checkbox"/>
Department Name: <u>Natural Resources</u>	Dept Code:	<u>0147</u>

Immediate Supervisor's Name and University Job Title: William Eakin, Research Support Specialist II

POSITION SUMMARY and PREFERRED QUALIFICATIONS are combined for any associated posting.

POSITION SUMMARY: Explain the purpose for the position and summarize the responsibilities.

Unique among peer institutions in the United States, the breadth of disciplinary expertise in the Department of Natural Resources—from ethics and social sciences to conservation genetics and applied ecology—creates a stimulating multi-disciplinary atmosphere for students, staff, faculty and visiting scholars. Furthermore, the Department of Natural Resources is exceptional in its strong collaborative ties across Cornell, other universities, governmental agencies and leading environmental and conservation organizations. Consistently ranked among the top college environmental programs in the nation, we contribute creative and impactful science and education to address many of the urgent environmental issues of the 21st century. We provide essential information to communities, conservation and environmental professionals, and policy makers, as well as educators and researchers worldwide.

The River Herring Project position will work with faculty and staff within the Department of Natural Resources at Cornell University to assist with fishery dependent and independent sampling programs to assess spawning stocks of river herring species in Hudson River Estuary through a partnership with the New York State Department of Environmental Conservation's (NYSDEC) Hudson River Estuary Program. The program assists in management of anadromous fish species and increases understanding of species life history. The program area covers the 152 mile tidal portion of the Hudson River Estuary from City of Troy to New York City.

The primary responsibility of this position will be to assist in conducting the herring haul seine sampling on the Hudson River. Additional responsibilities include but are not limited to: coordinate with NYSDEC staff to understand program objectives, assisting with field data collection for the project, data tracking and quality control, preparing data summaries, oversight of seasonal technicians/interns, assist in the development of schedules and assist in development of budgets/work plans. Plan and schedule field data collection procedures and operations, as well as order materials, supplies and equipment. Participate in formulation of field data collection methods, suggesting options for improving quality and recommending solutions. Provide support in the preparation of written and oral reports.

Maintain a safe working environment to ensure that all protocols and procedures adhere to safety requirements. Direction and training are provided by the Cornell Office of Occupational & Environmental Health in the College of Agriculture & Life Sciences.

Project objectives are to understand the effectiveness and measure stock changes in response to regulation changes implemented in 2012. The regulation change was mandated in interstate fishery management plan that was adopted by the Atlantic States Marine Fisheries Commission (ASMFC) and listed in New York's Sustainable River Herring Fishing Plan. This position is located in New Paltz, NY.

This is a 12-month term position with a tentative start date of January 9th, 2017. This position has the possibility of extension based upon available funding. The selected candidate will work with the NYSDEC Hudson River Fisheries Unit (HRFU) and assist in the management of other anadromous fish stocks and resident fish populations.

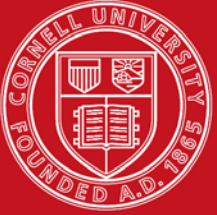
ONE YEAR APPOINTMENT WITH POSITION EXTENSION DEPENDING ON PERFORMANCE AND FUNDING.
No relocation assistance, visa sponsorship allowed for this position.

REQUIRED QUALIFICATIONS: Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.

- Formal training beyond a high school diploma of one to two years of college coursework, or Associate's degree or equivalent; more than one, but less than two years or equivalent experience sampling river systems using standard fisheries sampling gears such as haul seines, gill nets and electrofishing equipment and experience piloting a boat on a river including trailering.
- Basic computer literacy skills are required including familiarity with the Windows environment (Word, Power Point, Excel, and Access).
- Basic GIS skills (ArcGIS) and a wide range of terrestrial field data collection devices (GPS, Kestrel, Densimeter, Clinometer, Trail Camera, etc.) and sampling techniques.
- The candidate must possess strong computer skills, excellent oral and written English communication skills, ability to speak confidently and concisely particularly in group situations; and must take pride in their work.
- Strong leadership skills, skills in problem solve.
- Critical thinking, and proper judgment in accomplishing tasks whether acting independently or participating effectively on a team.
- Must be comfortable with multitasking and adapt to competing priorities.
- Must be willing to work under varying climatic conditions (heat, cold, precipitation).
- Ability to periodically work extended hours including early mornings, nights and weekends.
- Must be physical capable of performing the functions associated with the position and demonstrate an awareness of safety issues. Must be able to lift 20-50 pounds.
- Must possess and maintain a valid NYS driver's license and ability to travel statewide, and will be required to have a driving background check done.
- Must possess sound and ethical judgment when acting on behalf of the University and have the ability to work well with a diverse group in a professional and respectful work environment.

PREFERRED QUALIFICATIONS: Specify preferred specialized education, field and/or certifications.

- Bachelor of Science Degree in Environmental Sciences or related field with course work in fisheries, zoology, biology, chemistry and limnology
- Three years or more experience or equivalent years of experience sampling large river systems
- Knowledge of the Hudson River and ability to identify fish species that reside there



Skills for Success

(The following skills are essential for individual and organizational success)

SKILLS

EXAMPLES OF DEMONSTRATED BEHAVIOR

Inclusiveness

- Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs in reference to areas such as ethnicity, race, gender, creed, and sexual orientation
- Promotes cooperation and a welcoming environment for all
- Works to understand the perspectives brought by all individuals
- Pursues knowledge of diversity and inclusiveness

Adaptability

- Is flexible, open and receptive to new ideas and approaches
- Adapts to changing priorities, situations and demands
- Handles multiple tasks and priorities
- Modifies one's preferred way of doing things

Self Development

- Enhances personal knowledge, skills, and abilities
- Anticipates and adapts to technological advances as needed
- Seeks opportunities for continuous learning
- Seeks and acts upon performance feedback

Communication

- Demonstrates the ability to express thoughts clearly, both orally and in writing
- Demonstrates effective listening skills
- Shares knowledge and information
- Asks questions and offers input for positive results

Teamwork

- Builds working relationships to solve problems and achieve common goals
- Demonstrates sensitivity to the needs of others
- Offers assistance, support, and feedback to others
- Works effectively and cooperatively with others

Service-Minded

- Is approachable/accessible to others
- Reaches out to be helpful in a timely and responsive manner
- Strives to satisfy one's external and/or internal customers
- Is diplomatic, courteous, and welcoming

Stewardship

- Demonstrates accountability in all work responsibilities
- Exercises sound and ethical judgment when acting on behalf of the university
- Exercises appropriate confidentiality in all aspects of work
- Shows commitment to work and to consequences of own actions

Motivation

- Shows initiative, anticipates needs and takes actions
- Demonstrates innovation, creativity and informed risk-taking
- Engages in problem-solving; suggests ways to improve performance and be more efficient
- Strives to achieve individual, unit, and university goals

RESPONSIBILITIES/ESSENTIAL FUNCTIONS: List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position.

	Approximate % of time, Annualized
<p><u>Data Collection and Processing of River Herring Spawning Stock Survey:</u></p> <ul style="list-style-type: none"> • Assist the principal investigator with the commercial fishery monitoring program and the river herring spawning stock survey for the Hudson River Estuary. • Assist in field sampling and data collection in accordance with outlined project study design and goals • Assist in the development of field sampling schedules, organize use of boat and vehicle. • Assist in the preparation of data summaries and research reports. • Create data tables and summaries for annual required NYSDEC reports and/or stock assessments. • Proofread articles for publication • Prepare data sheets and organize the filing system for field data sheets, and adjusting field schedule due to weather constraints. 	40%
<p><u>Program Support: River Herring Spawning Stock Survey:</u></p> <ul style="list-style-type: none"> • Organize and format data entry and oversee quality control procedures. • Conduct outreach to obtain permission from fisheries to monitor catch and collect samples from harvested fish. • Assist with a specialized monitoring program of a Hudson River tributary through use of an electronic fish counter supplemented with video equipment. • Assist in assigning ages to a subsample of collected fish following scale/otolith aging protocols. 	35%
<p><u>Boat Maintenance :</u></p> <ul style="list-style-type: none"> • Schedule and maintain/repair equipment, including trailer and boat, fish processing gear and sampling gears. • Include use and maintenance of equipment data survey protocols, data recording, and data entry methods. • Preventative maintenance including oil changes, filter changes and engine winterization are required. Small engine repair as needed. • Emergency maintenance on vehicles such as flat tire changes are necessary. • Knowledge of boat operation is required as broken down boats may be required to be towed back to port. • Order Supplies and prepare purchase orders 	5%
<p><u>NYSDEC Program Support</u></p> <ul style="list-style-type: none"> • Provide assistance in other Hudson River long term sampling programs and special projects • Participate in meetings and conference calls to discuss projects and identifying research needs 	5%
<p><u>Personnel Management</u></p> <ul style="list-style-type: none"> • Assist principal investigator in hiring and training seasonal staff for the river herring project • Assist in the training of seasonal staff in standard procedures. • Lead field crews of seasonal employees in project operations. • Approve timecard in the timecard system. 	5%
<p><u>Safety Training:</u></p> <ul style="list-style-type: none"> • Oversee and coordinate safety training sessions and maintain a safe working environment to ensure that all protocols and procedures adhere to safety requirements. • Train and orient other personnel regarding issues related safety and protocols. • Ensure that all protocols and procedures adhere to safety requirements. Direction and training are provided by the Cornell Office of Occupational & Environmental Health in the College of 	5%

Agriculture & Life Sciences.

Professional Development & Other duties:

- Attend educational seminars and training meetings as required by supervisor.
- Continuously maintain all required educational and position qualifications to fulfill job requirements.
- Participate in continuous learning and specialized training in related areas to enhance professional knowledge & skills.
- Participate in educational seminars, working groups and training workshops to continue professional development
- Various other duties as assigned.

5%

TOTAL

100%

ADDITIONAL COMMENTS: USE EXTRA PAGES IF NECESSARY.

APPLY AT: https://cornell.wd1.myworkdayjobs.com/en-US/CornellCareerPage/job/Ithaca-Main-Campus/Research-Aide-III_WDR-00009317

FOR EACH FACTOR BELOW, CHECK THE PHRASE THAT BEST FITS THE CHARACTERISTICS OF THIS POSITION

Please double-click the appropriate box and then choose the option "Checked".

MINIMUM EDUCATION EQUIVALENCY:

- High School Diploma
- Training 6 months to 1 year, technical trade-no degree
- Associate's Degree
- Bachelor's Degree
- Training beyond Bachelor's, less than Master's Degree
- Master's Degree
- PhD/EdD/JD/ or LLB
- MD/DVM

MINIMUM JOB-RELATED EXPERIENCE:

- Less than 6 months
- 6 months to 1 year
- 1 to 2 years
- 2 to 3 years
- 3 to 4 years
- 4 to 5 years
- 5 to 7 years
- 7 but less than 10 years
- More than 10 years

ACCOUNTABILITY THROUGH SCOPE OF IMPACT:

- Limited; immediate group/department
- Moderate; beyond the department
- Substantial; beyond college/admin unit
- Significant; beyond university

INTERACTION WITHIN UNIVERSITY:

- Receive/provide information
- Assist others; provide/obtain cooperation
- Provide guidance/coordinate activities/contribute to work groups
- Coordinate major activities/sensitive situations
- High level interaction; considerable diversity, highly sensitive and/or confidential

INTERACTION WITH STUDENTS:

- None to limited
- Occasional; provide information
- Frequent; provide advice on complex issues or provide instruction on more complex equipment

INTERACTION OUTSIDE UNIVERSITY:

- Limited
- Conduct straightforward business; provide information
- Conduct complex business; provide/receive/analyze/develop guidance and advice
- Develop/make presentations and negotiate

DIRECTING OTHERS:

- No responsibility for others
- Occasional guidance to co-workers
- Supervises others who perform similar work
- Supervises, assigns and reviews work of others
- Manages supervisors
- Broadly directs managers

COMPLEXITY OF WORK / DECISION-MAKING:

- Predominantly follows established procedures, practice, policy; makes routine decisions within prescribed limits
- Occasionally adapts procedures to resolve unusual cases; make some decisions requiring consideration of criteria
- Frequently adapts procedures to resolve questionable cases; often makes decisions requiring consideration of criteria
- Occasionally develops practice, suggests policy changes to resolve difficult cases
- Often develops practice, assists/influences decisions, recommends policy changes to resolve difficult cases and address emerging organizational change
- Regularly develops policy to address organizational change; regularly makes policy-setting decisions

SCOPE OF DECISION-MAKING ACTIVITY:

- Functional area within department or minimal student/employee effect
- Multiple functional areas with limited student/employee effect
- Entire department or moderate student/employee effect
- Several departments or significant student/employee effect

DIRECTION RECEIVED:

- Detailed instructions or guided by standard policy/procedure
- General Supervision
- Very general direction
- Little guidance; considerable latitude for exercising judgment and self-direction

SUPPORT SKILLS-WRITING

- Limited writing required
- Usually issues standard responses
- Frequently writes non-standard responses
- Frequently writes extensive, non-standard responses based on specialized knowledge, interpretation of data and/or research

SUPPORT SKILLS-COMPUTER

- Limited use of computers; uses basic communication and time-collection tools
- Uses basic business/technical programs/applications to perform responsibilities
- Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis
- Uses a wide-variety of advanced and complex business/technical programs/applications to manage data, systems, and information technology infrastructure; applies programming skills
- Applies advanced programming skills for wide-variety of advanced and complex business/technical programs/applications to refine/develop systems, information technology, and data infrastructures.

WORKING CONDITIONS

ESSENTIAL PHYSICAL REQUIREMENTS*

- Typically lifts less than 10 lbs
- Typically lifts 10 to 20 lbs
- Typically lifts 20 to 50 lbs
- Typically lifts more than 50 lbs

VISUAL

- Normal concentration
- Close concentration
- Close concentration/manual dexterity
- Acute concentration/eye-hand coordination

HAZARDS

- Limited exposure
- Chemicals/careful use
- Chemicals/safety precautions
- Highly toxic chemicals

* Check applicable level after considering reasonable accommodations.

Revised 7/03