

The Great Lakes Fishery Commission (Ann Arbor, MI) is hiring a Research Program Associate.

**Closing Date:** September 22, 2017

**Web Address:** <http://www.glfsc.org/science-research.php>

### **Description**

Assists Science Director and Senior Science Program Associate with research program administration including planning board meetings, coordinating proposal submission and peer review processes, negotiating research contracts, and managing program budget. Maintains and improves program website content and develops content for other program communications. Assists with conduct of research projects in the lab and/or field. Networks with Great Lakes research community.

Full position description available below.

Desired start date: November 1, 2017. This is a two-year position with potential for extension.

Salary: GS-8 (\$49,215-\$60,000) commensurate with experience and qualifications. Comprehensive benefits package.

### **Qualifications**

M.S. in biology, fishery biology, aquatic ecology, conservation, or related discipline. Meticulous attention to detail. Excellent oral and written communication skills.

### **How to Apply**

To apply, send a cover letter, CV, and contact information for three references to [research@glfc.org](mailto:research@glfc.org) by 5:00pm Friday, September 22, 2017.

## **POSITION DESCRIPTION:**

### **GREAT LAKES FISHERY COMMISSION**

#### **Fishery Research Program Associate**

-August 2017-

#### **I. Major Duties**

The associate will serve as an assistant to the Science Director and Senior Science Program Associate, coordinating the Fishery Research Program (FRP) and assisting with research projects. As such, the associate will perform duties in fulfillment of the objectives of the Great Lakes Fishery Commission (Commission).

The Program Associate:

- Works under the supervision of the Senior Science Program Associate to plan and conduct the meetings for the Board of Technical Experts (BOTE) in March and

September. Prepares meeting announcements, invites researchers, solicits research for presentations, composes agenda for the meetings, and records and distributes minutes.

- Communicates with BOTE, external researchers, and Lake Technical Committees regarding Council of Lake Committees (CLC) research priorities.
- Solicits proposals from external researchers as recommended by BOTE.
- Assists Knowledge Management Program Manager with maintenance and improvement of the Commission's online proposal submission and peer review systems. Also assists in the peer review process by soliciting reviews as needed and tracking progress.
- Works with the Knowledge Management Program Manager to maintain FRP website including websites related to research theme areas.
- Maintains the FRP completion report database through electronic and paper filing and posting of completion report abstracts on the GLFC website.
- Maintains the Information Management Database to track FRP projects and their products.
- Directs FRP contracting process and assists with other contracts.
- Serves as a liaison between the contractor, the principal investigator and the Commission on contracting administrative issues.
- Negotiates terms of contracts and agreements with agencies/institutions and adheres to Commission policy.
- Assists in preparation of FRP briefing items for Annual and Interim Meeting briefing books.
- Assists the Science Director, Senior Science Program Associate, Science Advisor, and other secretariat staff with on-going research projects.
- Represents the Commission at various scientific and Commission-sponsored events in the absence of the Science Director and Senior Science Program Associate.
- Pursues multi-agency and university collaborations for research.
- Participates as an active member of the research and academic communities.
- Publishes research findings in peer-reviewed journals.
- Coordinates and administers Commission's projects funded by the Great Lakes Restoration Initiative (GLRI) as part of the Great Lakes Acoustic Telemetry Observation System (GLATOS) and the Native Species Restoration Grant Program.
- Completes other duties as assigned.

## **II. Factors**

### **A. Knowledge, Skills, and Ability**

Incumbent must have a Master's degree in biology, fishery biology, conservation, or related disciplines and should have a broad background in the sciences.

Incumbent must have an interest in research that is conducted to benefit natural resources management.

Incumbent must be demonstrably skillful in conceptual organization of the scientific topics represented in research proposals submitted to the FRP and provide consistent careful attention to the details of research contracts. A high degree of accuracy in all tasks is a high priority capability.

Incumbent must have excellent oral and writing skills. The position requires considerable oral skills in negotiation and written skills to confirm agreements with researchers and administrators in state and federal agencies and at universities.

Incumbent must be demonstrably adept at working in a team setting and at developing professional networks.

B. Supervisory Controls

Incumbent works under guidelines and policies from the Commission and direction from the Science Director and Senior Science Program Associate; and is able to perform as required through individual initiative and innovation.

C. Guidelines

Guidelines are available in the form of Commission's Strategic Vision, Rules of Procedure and Financial regulations, manual of contractual procedures, and a limited number of broad policy statements.

D. Complexity

Incumbent has responsibilities for scientific aspects of the Commission's programs. This role has broad and complex technical and institutional components requiring consultation with the Senior Science Program Associate and Science Director.

E. Scope and Effect

A major goal and stimulus for formation of the Commission was the need to promote, undertake, and communicate research that will support the fisheries of the Great Lakes. The incumbent has an important role in making the Commission's primary scientific advisors, the BOTE, productive and responsive to the needs of the Commission.

F. Personal Contacts

The incumbent frequently contacts scientists throughout the Great Lakes basin and with administrative officials of state, federal, and provincial governments of the United States and Canada and universities.

G. Purpose of Contacts

Contacts are for the purpose of promoting and implementing the Commission's research programs and promoting cooperation among the various participating agencies.

H. Physical Demands

Most of the day-to-day work is typical of offices, but fieldwork on the Great Lakes, other lakes, and rivers will occasionally be required.

I. Work Environment

The office work environment involves normal, everyday risks or discomforts typical of such places and including meeting and training rooms, libraries, and residences or commercial vehicles such as airplanes, trains, buses. Occasional fieldwork on lakes will typically be conducted on boats and on rivers by boat or by wading. Occasional lab work will typically be conducted in standard environments.