UNIVERSITY OF MASSACHUSETTS DARTMOUTH
POSITION DESCRIPTION

OFFICIAL JOB TITLE: Technical Associate(s)  DIVISION: Academic Affairs
WORKING TITLE: Fisheries Research Technician(s)  DEPARTMENT: SMAST
BARGAINING UNIT STATUS: AFT  EEO STATUS: 3.7  JOB CODE: 078

FLSA STATUS: Exempt

REPORTS TO: Dr. Kevin Stokesbury

SUPERVISES: No direct supervisory requirements

SUMMARY PURPOSE OF POSITION: assist in all aspects of SMAST scallop video survey including at-sea data collection, gear maintenance, laboratory image and data analysis, organization of meetings, mailings and outreach efforts.

EXAMPLES OF PRIMARY DUTIES AND RESPONSIBILITIES:
• Laboratory image analysis
  - Training of SMAST personnel in use of ImagePro software and custom SMAST software
  - Training personnel in identification of benthic organisms
  - Data entry
  - Quality-control audits
  - Preparation and dissemination of data and results
• Assistance with grant proposal and reporting requirements, outreach coordination and activities
  - Assist with preparation of proposals and reports
  - Coordination of outreach events and mailings
  - Data analysis for grant requirements
• At-sea data collection
  - 6 to 10 days per trip on board commercial fishing vessels using the SMAST Pyramid for scallop video survey

MINIMUM QUALIFICATIONS:
EDUCATION: Baccalaureate degree in biology, fisheries or ecology
EXPERIENCE: Practical experience with image analysis, database QA/QC, outreach efforts, at-sea experience
OTHER: Must possess a valid driver’s license and a reliable vehicle. It is essential that the incumbent be able to participate in at-sea cruises, for as much as 10 days at sea per cruise.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
• Strong background using computers including Excel, SQL, PowerPoint
• Excellent communication skills and excellent organizational ability
• Ability to work independently
• Strong writing skills

PREFERRED QUALIFICATIONS:
• Experience working with and managing the collection of scientific data
• Experience working with fishermen
• Experience with ImagePro software and GIS software
• Knowledge of federal grant protocols and requirements
• Ability to train and assist undergraduate employees in various aspects of field and laboratory work

NOTE: Other job related duties and responsibilities may be assigned and/or the job description changed periodically to reflect changing organization needs.
NOTE: All position descriptions need to be completed and approved before recruiting activities begin. All updated or revised administrative position descriptions must be approved by the appropriate Vice Chancellor/designee and the Director of Human Resources/designee. All new administrative position descriptions must be approved by the Vice Chancellor/designee, Assistant Chancellor for Affirmative Action/designee and Director of Human Resources. If applicable, the Office of Human Resources will provide notice to and consult with the union representative.

Typed: November 10, 2005