Position: RESEARCH TECHNICIAN

DEPARTMENT: Moss Landing Marine Laboratories (MLML)

IMMEDIATE SUPERVISOR: Principal Investigator, Research Faculty, Moss Landing Marine Laboratories

POSTING DATE: November 20, 2017

CLOSING DATE: December 1, 2017

SALARY: $21.50 to $24.00, DOQ/E
   Initially, 50% time for about 6 months; thereafter 100% time
   Benefited

EXEMPT STATUS: Non-Exempt (Hourly)

GENERAL NATURE OF POSITION: This position will assist Fisheries and Conservation Biology Laboratory projects at Moss Landing Marine Laboratories (MLML) by taking responsibility for a wide variety of tasks needed to accomplish the program goals and objectives.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assist in project coordination
   a. Help schedule and coordinate partner meetings, track all follow-up issues generated at the meetings for completion.
   b. Cruise planning, scheduling, and reporting
      i. Cruise plan development and distribution
      ii. Staffing plan development and distribution
      iii. Compile and distribute cruise summary report
   c. When asked, provide timely, professional response to internal and external communication with partners and participants
   d. Work with equipment inventory and systems readiness

2. Work at sea
   a. Be available full-time to participate in data collection and onboard ship operations
   b. Coordinate daily schedule and manning updates with PI and Captains
   c. Oversee student participation as directed by the PI
   d. Liaison with shore support for safety and supply issues

3. Work in laboratory
   a. Develop work flow process to ensure consistency among student assistants
   b. Review and analyze data collected at sea
   c. Assist in ensuring the QA/QC process

4. Work with data analyses
   a. Assist in the development of numerical, statistical, and graphical analyses of collected data
   b. Assist in the development of tables, graphs, and video clips for analysis
5. **Assist with project reporting**
   a. Draft proposal components
   b. Draft sections of reports and journal articles
   c. Assist in presenting data at conferences and meetings

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**INTERPERSONAL CONTACTS:**

Direct report to the Project Principal Investigator. Will coordinate work assigned to research assistants, communicate with research partners about specific aspects of funded projects, present research findings at meetings and symposia, answer questions from the public about research.

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**QUALIFICATIONS:**

1) **Education and Experience**

   MS Coursework in Oceanography-related field.
   Two years of experience conducting research work at sea.

2) **Knowledge, Skills and Abilities required**

   a) Knowledge of oceanography, biology and ecological principles needed for data collection, analysis and quality control.
   b) Skill in working at sea. This will include experience working in shipboard laboratories and on deck with machinery in rough weather.
   c) Knowledge of Eastern Pacific fishes and fisheries.
   d) Knowledge of Windows and Macintosh operating systems and Microsoft Office Suite.
   e) Knowledge of SeaGIS video analysis software.
   f) Skill in carefully conducting analytical procedures and accurately filling out data forms.
   g) Skill in handling and collecting biological data from fishes at sea.
   h) Ability to identify fishes collected by hand and from video collected at sea. Will measure fishes and to collect basic oceanographic parameters at sea.
   i) Ability to positively and productively interact with staff, co-workers, volunteers, other scientific programs and the public.
   j) Ability to interact using tact and diplomacy with diverse personalities including academic, staff, student and volunteer employees and institutions/organizations.
   k) Ability to multi-task and organize, prioritize tasks, manage time and meet deadlines.
   l) Ability to communicate effectively (oral, written, and presentation skills).
   m) Ability to work independently and also as a collaborator with a team of scientists.

3) **Physical Requirements**

   Frequent walking, standing and crawling: Occasional bending. Frequent climbing and kneeling: Frequent lifting of 0-20 to 50 lbs, with or without aids. Occasional pushing and pulling.

4) **Complexity of Duties**

   This job requires a person to think and act independently, following general guidance from the project director. The person in this position will be responsible for coordination of complex field research projects. As such, the job requires a person with a high level of initiative and capability of conducting complex analyses using a variety of statistical software packages. This person will interact with researchers from other institutions, research assistants at Moss Landing Marine Labs, administrative support people at MLML and with outside vendors.

**SUPERVISORY RESPONSIBILITIES:** Responsible for providing guidance, direction, and supervision to research assistants at sea, and for the quality of work completed by assistants in the lab.
APPLICATION PROCEDURE

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information, including the job description, may be obtained from the Research Foundation through its web site at [http://www.sjsu.edu/researchfoundation/open/index.html](http://www.sjsu.edu/researchfoundation/open/index.html). You may also obtain information in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). A formal application for employment will be required of all candidates who are selected for a personal interview. Please address your letter of interest and resume or application directly to:

San Jose State University Research Foundation
Attn: HR/Job Code MLML RC II
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

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The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 ([http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf](http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf)).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.