Greetings!

If you know of Natural Resources/Botany Program students who might be interested in a summer job in Minnesota, we have just posted a notice for a Student Worker. We expect to hire two students and the pay rate will be dependent on qualifications (graduate students would likely be eligible for the senior level position.)

Interested students must apply online at https://www.mn.gov/mmb/careers/
They should click on “external applicants” and search for 10393
Application Deadline is January 9, 2017

*I would also recommend that after they apply online, they also email Stephanie Simon at Stephanie.simon@state.mn.us, let her know they applied online, and attach a copy of their resume. Students can contact Stephanie or me if they would like more information.

Thanks!

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**Job Class:** Student Worker Para Professional and/or Student Worker Para Professional Senior

**Working Title:** Lake Habitat Survey Student Worker

*Who May Apply:* Open to all qualified job seekers  
*Date Posted:* 12/30/2016  
*Closing Date:* 01/09/2017  
*Hiring Agency/Seniority Unit:* Department of Natural Resources  
*Division/Unit:* Ecological & Water Resources  
*Work Shift/Work Hours:* Day Shift  
*Days of Work:* Monday - Thursday  
*Travel Required:* Yes  
*Salary Range for Student Worker Para Prof:* $13.87 - $16.25/hourly  
*Salary Range for Student Worker Para Prof Sr:* $15.08 - $18.38/hourly  
*Classified Status:* Unclassified  
*Bargaining Unit/Union:* 207 - AFSCME  
*Work Area:* Brainerd Area  
*Anticipated Dates:* 05/17/2017 - 09/01/2017  
*Employment Condition:* Limited, Full Time  
*Connect 700 Program Eligible:* No
**Job Summary**

**Please note this posting will fill up to 2 Student Worker positions. The level of the Student Worker position will depend on the qualifications of the applicant.**

**This position will require overnight travel. When overnight travel is necessary, lodging and transportation are provided and the cost of meals will be reimbursed. Housing in Brainerd is not provided.**

**The anticipated work schedule is 40 hours per week, Monday through Friday. This position will not include nights, weekends, or holidays. Initially, the Spring schedule is anticipated to be Monday through Friday, 7:30 – 4:00 pm and will shift to 10 hour days when field work begins with the Summer schedule anticipated to be Monday through Thursday, 7:00-5:30. The daily schedule will vary depending on field work and weather conditions.**

Student workers will assist DNR Biologists with lake and shoreline habitat surveys and associated field preparation and data summaries. This will include trailering, launching and operating motorboats, navigating with GPS, collecting and identifying plant species, and recording habitat data. Additional duties will include sample preservation, field equipment maintenance, and data entry and editing. The DNR biologists also train other personnel in aquatic plant sampling and identification methods. The student worker may also provide assistance during these training events.

**Qualifications**

**Minimum Qualifications:**

To be eligible for appointment as a Student Worker you must be a student enrolled in an educational program or planning to enroll within three months. Students may be "off" for the summer or for one semester/quarter and remain employed as student workers, but such absences cannot exceed one semester/quarter in a year. As a student you must be enrolled in a post-secondary or graduate program. If a student is enrolled at a credit-granting institution he/she must carry at least six semester (nine quarter) credits. If enrolled at a non-credit granting institution or one that only offers one credit per class, a student must be taking two or more classes per semester/quarter. Any lesser credit (class) load shall be treated as a semester/quarter off. Graduate students must be enrolled in at least two courses or making progress on a dissertation. You will be asked to complete an Educational Verification form prior to appointment.

**Student Worker Para Professional:**

- Completion of 1 year of study towards a major or minor in Biology, Botany, Natural Resources, Fisheries & Wildlife, Ecology, Environmental Science, Forestry, or closely related field.

**Student Worker Para Professional Sr:**

- Completion of 2 years of study towards a major or minor in Biology, Botany, Natural Resources, Fisheries & Wildlife, Ecology, Forestry, or closely related field.

All applicants who meet the above experience/education requirements for either Student Worker classification must also meet the following minimum qualifications:

- Must possess moderate proficiency with word processing, spreadsheets and database programs sufficient to enter and edit data using department applications.
- Organizational skills and ability to accurately record, transcribe, and transfer data electronically.
- Ability to work cooperatively as part of a small team.
- Ability and willingness to work in remote locations and in a small watercraft on large lakes for extended periods of time.
- Ability to safely trailer, launch and operate motorized watercraft.
Excellent human relation, and communication skills, sufficient to represent the position and Division in a professional, efficient, and clear manner.

The student will be conducting lake vegetation surveys that require them to toss and retrieve long-handled rakes into the lake to collect plant samples; as many as 100 tosses per day may be conducted by each surveyor. Surveys also require wading in chest high water and along uneven terrain.

Preferred Qualifications:

- Enrollment in a graduate degree program in Biology, Botany, Natural Resources, Fisheries & Wildlife, Ecology, Forestry, or closely related field.
- Coursework in plant taxonomy and experience using botanical keys.
- Formal training in geo-spatial (ArcGIS) software with proficiency sufficient to create survey maps and edit data.
- Advanced database knowledge and experience using software to organize, query, and edit large datasets.
- Experience navigating with GPS.
- Experience conducting natural resource related field inventory surveys that require following a standardized protocol.
- Experience conducting plant surveys that require identifying plants to the species level.
- Knowledge of water and boat safety.

Physical Requirements

Occasionally lifting such articles as file boxes and heavy hand tools or heavier materials with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job in this category may require walking or standing to a significant degree or may involve sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Additional Requirements

This position requires an unrestricted Class D Driver’s License with a clear driving record.

It is policy of the Department of the Natural Resources that those offered employment submit to a background check prior to employment. All job offers are contingent upon passing the following components:

1. Criminal history check
2. Driver’s license history
3. Reference checks

Application Details

How to Apply

Click “Apply” at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to [http://www.mn.gov/careers](http://www.mn.gov/careers).
Contact

If you have questions about the position, contact Stephanie Simon at stephanie.simon@state.mn.us or 218.203.4360.