



**JOB TITLE:** Research Assistant  
**FLSA STATUS:** Non exempt  
**REPORTS TO:** Manager of Research and Citizen Science  
**DATE REVISED:** July, 2010

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**Position Summary:** The primary responsibility of this part-time position is to manage a wildlife-monitoring program in the Milwaukee Rotary Centennial Arboretum, on Milwaukee's East Side. This position will be charged with monitoring changes in local wildlife due to the conversion of a mix of barren industrial land and public parks to a public arboretum, as outlined in the Environmental Protection Agency grant: "Habitat Protection and Restoration in the Milwaukee River Estuary Area of Concern" through the Great Lakes Restoration Initiative (EPA-GLRI). The Research Assistant ensures that organisms are being monitored using rigorous scientific protocol, while ensuring a meaningful connection to the public, through the involvement of community volunteers, or Citizen Scientists. This person will additionally assist with daily operations of the Urban Ecology Center (UEC), including program development, newsletter contributions, environmental education and volunteer recruitment and training.

**Duties and Responsibilities:**

- ***Comprehensive Monitoring Plan***
  - Works closely with the Manager of Research and Citizen Science to create and carry out a Comprehensive Monitoring Plan (CMP).
  - Determines appropriate wildlife groups to monitor, especially those that have the potential to provide evidence of direct, short-term impact of our vegetation changes and land improvements on ecosystem health.
  - Provides a three-year timeline, and a list of available and needed resources (equipment, staff, etc.) to carry out the CMP.
  - Uses the CMP as a template to write a Quality Assurance Project Plan (QAPP) as defined by the EPA-GLRI.
  - Works closely with arboretum and UEC staff and advisors to carry out the CMP.
  - Coordinates the efforts of Wildlife Field Technicians, Summer Interns, High School Outdoor Leaders and volunteers in carrying out the CMP.
  - Records all data associated with the CMP in hard and electronic copies and works with the UEC's GIS specialist to integrate data to the GIS database.
  - Ensures public access to research both online and through the UEC's library.
  - Reports all information to the EPA-GLRI in a timely manner as outlined in the grant.
  - Provides periodic summaries to the UEC's leadership team as well as any additional stakeholders.
- ***Reporting the CMP***
  - Creates a final report detailing the results of the CMP, complete with all hard data, methodology and future monitoring steps based on the UEC's 100-year management plan.
  - Works closely with the Manager of Research and Citizen Science to make sure the final report as well as data can be accessed through appropriate electronic means and is distributed to the UEC's leadership team and additional stakeholders.
  - Presents the results of the CMP to the public through the UEC's Lecture Series
  - Investigates publishing in appropriate peer-reviewed publications and presenting at public presentations any results from data or processes associated with the CMP.
  - Coordinates professional development opportunities for UEC staff based on the CMP.



- Contributes to the Urban Ecology Center's monthly newsletter and other popular press as appropriate.

**Knowledge, Skills, and Abilities Required:**

*Education/Training:* BS or BA in natural sciences, or related areas.

*Experience:* Minimum of three years research experience in a formal or non-formal setting. Proven experience with a broad range of ages and urban youth.

*Skills and Abilities:*

- Excellent oral and written communication skills
- A strong understanding of the scientific process and a proven ability to interpret and present data.
- Comfort and understanding of the undergraduate and graduate university settings.
- Basic computer skills and experience working with Microsoft Office (Word, Excel, PowerPoint)
- Knowledge of GIS software a plus

**Working Conditions:**

*Job Conditions/Work Location:* Primarily work outside in Riverside Park and Rotary Centennial Arboretum grounds implementing the goals of the Arboretum. Also, work in office for data analysis and grant report writing (open office workspace with active team atmosphere).

*Physical Requirements:* Endurance to work outdoors throughout the seasons, wade through a river current, swim, must be able to lift objects up to 25 pounds.

*Equipment Used:* Field monitoring equipment, including radio telemetry, animal nets and traps, and other similar research tools. Computer, printer/copier.

*Supervisory Responsibilities:* Oversee activities of field technicians, interns and volunteers