

Job Posting



Position	Department	Reports to
Research Technician	Lilly Center for Lakes and Streams	Research Program Specialist

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

Scope of Responsibilities:

Provide research coordination support with a high level of quality and accuracy to the research program specialist of the Lilly Center for Lakes & Streams (Lilly Center) as assigned and according to regular research program activities as it relates to functions of the Lilly Center and the Environmental Science (ES) program.

General Responsibilities:

1. Efficiently execute and document day-to-day research.
2. Effectively manage a team of student employees, including time management, assigning workloads, process training, etc.
3. Collect and record data with the student research team through routine sampling and lab analysis, while ensuring a high level of accuracy by implementing data quality and control procedures.
4. Maintain an accurate repository of all Lilly Center data.
5. Maintain, calibrate, troubleshoot, and work with vendors to repair, if necessary, all Lilly Center field equipment, and vehicles, including but not limited to stream sensors, probes, lab equipment, gear, waders, tanks, filters, etc.
6. Maintain a stock of supplies, consumable or otherwise, for all research lab and field activities.
7. Develop and maintain an on-call sampling protocol and procedure for non-standard sampling requirements, such as high-flow sampling.
8. Assist with the development and delivery of presentations about the Lilly Center's research or other programming to stakeholders, partners, and other interested groups as necessary.
9. Effectively interact with regular center staff, K-12 and college students, sponsors, donors, funding agencies, and others who may come into contact with the Lilly Center.
10. Maintain partnerships with donors, volunteers, government agencies, and other non-profits.
11. Use discretion and independent judgment to fulfill duties regarding both internal and external constituencies, including handing information that is sensitive or confidential in nature.
12. Assist the director and other Lilly Center staff as needed.
13. Assist with other miscellaneous institutionally-related duties as assigned by director, associate director, or research program specialist when workload permits.
14. Work a flexible schedule as needed, including some evenings and weekends.
15. Perform other duties as assigned.

Other responsibilities:

1. Supervision of multiple student workers, interns, and volunteers.

Qualifications:

Minimum:

1. Four-year college degree in biology, environmental science, or a related field of science.

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2. Proficient in the written English language, punctuation, and spelling.
3. Proficient use of computer including a working knowledge of Microsoft Word, PowerPoint, and Excel software programs. Experience utilizing other office equipment such as printer, phone, and copier.
4. Evidence of a strong Christian faith and commitment to Christ.
5. Must be able to maintain a high level of accuracy and attention to detail.

Preferred:

1. Prior experience in equipment maintenance and calibration, field sampling, ordering supplies and equipment, data management and analysis, and presenting results.
2. Prior experience in a lab and/or field setting requiring significant attention to detail.
3. Creative and innovative problem-solving skills.

Status: Full Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 3/10/2021