

Summer 2010 Student Contract Position – BBS Biological Technician

Summary:

The USGS Patuxent Wildlife Research Center in Laurel, Maryland is seeking to hire one full-time temporary student contractor to assist with the North American Breeding Bird Survey program (www.pwrc.usgs.gov/BBS), a long-term, continental avian monitoring program. Tasks will include working with wildlife survey data, performance of quality assurance and quality control procedures on biological data, data entry, assisting with database management, photocopying and filing, preparation of maps and assisting in preparation of administrative correspondence.

Application deadline:

Interested applicants should submit their resume and cover letter by **March 1, 2010**.

Statement of Work

1. **Types of services required:** During the spring field season, approximately 3000 BBS routes are sampled by participants skilled in avian identification. These data are then processed and analyzed by USGS to inform avian conservation efforts in the U.S. and Canada. Tasks will include processing incoming data and materials, performing data entry and quality control procedures using web-based and Teleform OCR technologies, tracking progress, assisting with database management, photocopying, scanning and filing materials, map preparation, and corresponding with participants.
2. **Required expertise/skills:**
 - a. Applicants are required to have completed two years of undergraduate course work (student must be at least a second semester sophomore).
 - b. Applicants must be majors in Biology, Wildlife Management, Environmental Science, or similar field.
 - c. Applicants must be able to communicate effectively in English both verbally and in writing.
 - d. Applicants must have knowledge of computer software used to summarize and visualize data (i.e. Excel and Access), with a strong interest in learning more.
 - e. Knowledge of the distributions and natural histories of North American birds is not required, but considered a plus.
3. **Eligibility requirements:** To be eligible for a student contract position, applicants must be either a currently enrolled student or a recent graduate. To qualify as a student, the applicant must be enrolled at least half-time in a degree-seeking program at an accredited college or university. Former students who graduated more than 12 months ago or who left school without graduating are not eligible to work under these contracts. Applicants will be required to show proof of their student status (or recent graduation). USGS employees, their spouses, and children are not eligible to participate in this program. U.S. citizens are eligible. Non-U.S. citizens may be eligible to participate, depending on their immigration status and the applicable regulations of the U.S. Citizenship and Immigration Service (formerly Immigration and Naturalization Service). Foreign students in the U.S. under F-1 visas are usually not able to participate in this program, due to USCIS restrictions on off-campus work.
4. **Description of working conditions:** Work will be performed in an office environment located on the USGS Patuxent Wildlife Research Center campus in Laurel, Maryland. Extended periods of computer use will be required. This is not a field or laboratory position.

5. **Compensation:** The student contractor will be paid \$13.98 per hour. Student contractors are paid only for hours worked (no holiday or leave benefits). Student is responsible for all costs of transportation to and from the principal duty station location. The Government does not provide housing, meals or other living expenses while working at the principal duty station. Travel away from the duty station is not expected.

6. **Principal Duty Station:** USGS Patuxent Wildlife Research Center, 12100 Beech Forest Road, Laurel, Maryland 20708-4038. Student contractors may enter the building only during business hours or when project manager is present.

7. **Additional information:** Number of students required is one. Estimated number of hours for the position is 544 (full-time for summer). There is a possibility of additional part-time hours continuing into the fall semester. The approximate start date is May 24, 2010. The approximate end date is August 27, 2010. There is some flexibility in start and end dates to accommodate variations in academic calendars.

8. **How to apply:** Send resume and cover letter to Keith Pardieck via email (kpardieck@usgs.gov). Applications must be received on or before **March 1, 2010**. In your cover letter include an explanation of how you meet the eligibility requirements, your expected graduation date, and discuss your experience as related to sections 1 and 2 above.