Summer Session Assistant (40 hours per week)

Job Title: Summer Session Assistant
Compensation: $10 per hour plus room and board (valued at $2600)
Dates: ~June 5-August 18, 2023

Position Description:

• Assist the summer session staff with a variety of activities related to logistics and teaching summer field courses at FLBS
• Assist with pre/post session tasks including preparing course and orientation materials
• Safely drive vehicles (SUVs and minivans) on field trips
• Assist with preparation for trips and be responsible for field sampling gear
• Handle logistics for classes including gathering and packing supplies, keeping trips on schedule, and unpacking upon return to FLBS
• Communicate with Summer Session Program Manager, professors, students, and station staff
• Assist with other summer session tasks as needed

Qualifications:

• Completion of at least 2 semesters in biology, chemistry, environmental science, or equivalent including laboratory instruction
• Preference will be given to students who have demonstrated proficiency in laboratory portions of their major program
• Strong organizational, critical thinking, and multi-tasking skills
• Ability to communicate effectively with different groups and individuals
• Ability to work in a team and independently
• Ability to handle confidential and sensitive information
• Must be able to hike up to 10 miles a day in remote locations with field gear
• Must have a valid driver’s license and a good driving record
• Current certification in CPR/first aid is preferred but not required

Information about FLBS Summer Session: [https://flbs.umt.edu/apps/education/default.aspx](https://flbs.umt.edu/apps/education/default.aspx)

How to Apply: Application closes March 24, 2023.
    Screening will begin February 24, 2023, with rolling review through March 24, 2023

University of Montana students: use Handshake, search for Flathead Lake Biological Station

Non-University of Montana Students: send a cover letter, resume, and contact information for two reference to Hannah Gerhard at summersession@flbs.umt.edu.