



32125 Bio Station Ln Polson, Montana, U.S.A. 59860
(406) 872-4500
<http://flbs.umt.edu>

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



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- Current certification in CPR/first aid is preferred but not required

Information about FLBS Summer Session: <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.