



Summer Session Assistant

Job Title: Summer Session Assistant

Compensation: \$10.55 per hour plus room and board (valued at \$3,000)

Dates: June 04-August 15, 2025 (40 hours per week)

Position Description:

- Support student safety and foster positive learning experiences
- Assist with pre session tasks including organizing course materials/equipment, aid students upon their arrival, and attend orientations
- Collaborate with instructors and station staff on equipment, schedules, and logistics
- Safely drive vehicles (SUVs and minivans) on field trips
- Prepare for class trips, be responsible for sampling gear in the field, unpack upon return to FLBS
- Complete post session tasks including clean up and inventory of supplies
- Communicate effectively with Summer Session Program Manager, professors, students, and station staff
- Monitor compliance of Code of Conduct and support student's personal and academic growth
- Help with other summer session tasks as needed
- *SSAs are NOT TAs, the focus is on logistics, safety, and support NOT instruction

Qualifications:

- Completion of at least 2 semesters each of 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
- Ability to hike up to 10 miles a day in remote locations with field gear
- Ability to maintain a positive attitude, take initiative, and be self-motivating
- Must have a valid driver's license and a good driving record
- Current certification in CPR/first aid is preferred but not required



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<https://flbs.umt.edu>

Information about FLBS Summer Session: <https://flbs.umt.edu/apps/education/default.aspx>

How to Apply: *Application closes March 24, 2025.*

Screening will begin February 24, 2025, with rolling review through March 24, 2025

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

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