**Position Title:**
Student Temporary - Assistant Property Manager

**Department Information**

The Indiana University Research and Teaching Preserve (RTP) is under the auspice of the Integrated Program in the Environment located on the Indiana University Bloomington campus (IUB). The RTP is focused on preserving natural habitats of eight properties totaling 1600 acres in Monroe, Morgan, and Brown Counties. The RTP maintains these properties, as well as overseeing the day to day operation of our Griffy Field Lab to serve IUB research, outreach, and recreation.

**Job Summary**

The Indiana University Research and Teaching Preserve is seeking a part time assistant property manager with knowledge, skills, and interest in the natural sciences, Geography/GIS, and/or Park/Land Management.

General duties include but are not limited to
- Assisting researchers and instructors
- Lead/participate in volunteer activities
- Lead/participate in interpretive hikes
- Maintenance of preserve properties, trails, parking lots, etc.
- Hiking trail design and construction
- Invasive species control
- Equipment maintenance
- Other general duties as assigned

Must be at least 18 years of age and have a valid driver’s license.
16-20 hrs/wk during school year and up to 29 hrs/wk during summer

**Required Qualifications and Skills**
- Ability to understand and follow detailed instructions, especially pertaining to support for ecological research
- Ability to lead and communicate effectively with groups
- Skilled in professional writing and oral communication
- Capable of working independently
- Eagerness to learn and develop new skills
Preferred Skills

- Course Work in the following areas
  - Biology
  - Ecology
  - Natural History
  - Sustainability
- Interest in interpretation and environmental education
- Desire to gain experience in trail building and design
- Plant ID skills and knowledge of local flora and fauna
- Ability to operate small motors (chainsaw, weed whip, brush mower, etc)
- Ability to operate trucks, trailer, and ORV
- Ability to use hand tools (hammer, drill, etc)
- Ability to read and understand maps
- Basic first aid and CPR training

Working Conditions / Physical Demands
Field work may require working in remote locations as well as adverse weather and field conditions. Applicant must be capable of lifting up to 50lbs. Applicant must be capable of hiking long distances, with tools and equipment.

Salary Range

$10.50/hr up to $12.00/hr

Apply

Please send a resume and cover letter to Michael Chitwood at michitwo@indiana.edu

Close Date

3/24/2019