POSITION ANNOUNCEMENT

POSITION:	**BIOLOGY ASSISTANT** **(INLAND FISH & WILDLIFE)**
LOCATION:	Biological Services Department Bay Mills Indian Community Brimley, Michigan
WAGE:	$15/hr, dependent on experience
TERM:	20 hours/week; up to 6 months duration Fall/Winter; **start and end dates flexible**

POSITION SUMMARY:

The Inland Fish & Wildlife program completes work activities designed to monitor, protect, and restore inland fish and wildlife resources within the 1836 Ceded Territory. The Biology Assistant will be responsible for assisting inland staff with field data collection, biological sample identification, data entry, educational programs, and maintenance or repair of equipment. This position will be supervised by the Lead Inland Wildlife Biologist. The successful applicant will gain valuable skills relating to the management of fish and wildlife populations.

ESSENTIAL FUNCTIONS:

1. Assist with assessments and field data collection of fish and wildlife
2. Sample processing and identification of biological samples in the field and lab
3. Data entry, analysis, and management
4. Assist with education and outreach programs
5. Attend mandatory meetings and trainings
6. Preparing and loading equipment and gear necessary for fieldwork
7. Assist with equipment and gear inventories and maintenance or repair of equipment

PHYSICAL REQUIREMENTS:

This position will require working during adverse weather conditions. Fieldwork and/or office duties may require the employee to begin early in the morning, work late into the evenings, and travel long distances. Heavy lifting (>50 pounds) may be required, and the employee should be in good physical condition.

POSITION REQUIREMENTS:

1. High school diploma required. Successful completion of some college courses in a biology related field preferred
2. Knowledge of or eagerness to learn about fish and wildlife ecology

3. Good technical writing and oral communication skills
4. Experience with Microsoft Office programs
5. Must have an excellent past work record from past employment references
6. Must have a valid driver's license with a good driving record
7. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical requirements categories of this position description

PREFERENCE: Preference will be given to those individuals of Native American descent.

CLOSING DATE: Monday, October 25, 2021 by 5:00 PM

APPLY TO: Please submit **cover letter, resume,** and **references** to:

Erin Forrester
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
eforrester@baymills.org

Subject: BMIC Biology Assistant (Inland Fish and Wildlife)

Incomplete applications will not be considered.