



## Great Lakes Fishery Commission

The Great Lakes Fishery Commission (Ann Arbor, MI) is hiring a Research Program Associate.

**Closing Date:** June 14, 2024

**Web Address:** <http://www.glfsc.org/science-research.php>

### **Description**

Assists Science Director and Assistant Science Programs Manager with research program administration including planning board meetings, coordinating proposal submission and peer-review processes, negotiating research contracts, and managing program budget. Maintains and improves program website content and develops content for other program communications. Assists with conduct of research projects in the lab and/or field. Networks with Great Lakes research community.

Full position description available below.

Desired start date: August 1, 2024. This is a three-year position with potential for extension.

Location: Position is stationed in Ann Arbor, Michigan.

Salary: \$59,869-\$71,819 (GS 8-10) commensurate with experience and qualifications. Comprehensive benefits package.

### **Qualifications**

M.S. in biology, fishery biology, aquatic ecology, conservation, or related discipline desired; candidates without an M.S. with equivalent relevant experience are encouraged to apply. Meticulous attention to detail. Excellent oral and written communication skills. Must possess a valid driver's license and passport and provide proof of COVID-19 vaccination.

### **How to Apply**

To apply, upload a cover letter, CV, and contact information for three references to <https://www.glfsc.org/slrp-associate-application.php> by 5:00pm EDT, Friday, Jun 14, 2024.

The Commission is committed to the full inclusion of all qualified individuals. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. As part of this commitment the Commission will ensure that persons with disabilities are provided reasonable accommodations. If accessibility accommodations are needed, please highlight this in your cover letter.

## **Diversity, Equity, Inclusion, and Cultural Competency Commitment Statement**

In pursuance of our mission to support sustainable fisheries to benefit society, the Great Lakes Fishery Commission commits to cultivating a culture of respect, safety, and excellence through elevation of diversity, equity, inclusion, and cultural competence (DEIC) standards in all aspects of our work. We strive to enhance representation by diversifying partnerships and actively pursuing the inclusion of underrepresented internal and external perspectives in decision-making. We commit to delivering outreach and education to diverse audiences and increasing access to opportunities and resources. We pledge to assess and enhance our DEIC initiatives to foster continual progress.

<https://www.glfsc.org/deic-statement.php>

## **POSITION DESCRIPTION:**

### **GREAT LAKES FISHERY COMMISSION**

#### **Sea Lamprey Research Program Associate**

-May 2024-

#### **I. Major Duties**

The associate will serve as an assistant to the Science Director and Assistant Science Programs Manager, coordinating the Sea Lamprey Research Program (SLRP) and assisting with research projects. As such, the associate will perform duties in fulfillment of the objectives of the Great Lakes Fishery Commission (Commission).

The Program Associate:

- Works under the supervision of the Assistant Science Programs Manager to plan and conduct meetings for the Sea Lamprey Research Board (SLRB) in March and September. Prepares meeting announcements, invites researchers, solicits research for presentations, composes meeting agendas, and records and distributes minutes.
- Communicates with SLRB, external researchers, the Sea Lamprey Task Forces, and the Sea Lamprey Control Board regarding their research priorities.
- Solicits proposals from external researchers as recommended by SLRB.
- Assists Knowledge Management Program Manager with maintenance and improvement of the Commission's online proposal submission and peer-review systems. Also assists in the peer-review process by soliciting reviews as needed and tracking the proposal review progress.
- Works with the Knowledge Management Program Manager to maintain SLRP website including webpages related to research theme areas.
- Maintains the SLRP completion report database through electronic and paper filing and posting of completion report abstracts on the GLFC website.
- Maintains the Science Directorate Information Management Database and Project Catalogue to track SLRP projects and their products.
- Directs SLRP contracting process and assists with other contracts.
- Serves as a liaison between the contractor, the principal investigator, and the Commission on contracting administrative issues.
- Negotiates terms of contracts and agreements with agencies/institutions and adheres to Commission policy.
- Assists in preparation of SLRP briefing items and presentations for the Sea Lamprey Control Board and the Annual and Interim meeting briefing books.
- Assists the Science Director, Assistant Science Programs Manager, Science Programs Manager, and other secretariat staff with on-going research projects.
- Represents the Commission at various scientific and Commission-sponsored events.
- Completes other duties as assigned.

## II. Factors

### A. Knowledge, Skills, and Ability

Incumbent must have a Master's degree in biology, fishery biology, conservation, or related disciplines and should have a broad background in the sciences or an undergrad degree with equivalent relevant experience.

Incumbent must have an interest in research that is conducted to benefit ecosystems and their stewardship.

Incumbent must be demonstrably skillful in conceptual organization of the scientific topics represented in research proposals submitted to the SLRP and provide consistent, careful attention to the details of research contracts. A high degree of accuracy in all tasks is a high priority capability.

Incumbent must have excellent oral and writing skills. The position requires considerable oral skills in negotiation and written skills to confirm agreements with researchers and administrators in state, provincial, and federal agencies, academic institutions, and Indigenous partners.

Incumbent must be demonstrably adept at working in a team setting and at developing professional networks.

Incumbent must have a basic understanding and show ability to apply principles of DEIC (Diversity, Equity, Inclusion, and Cultural Competency) to all work tasks.

### B. Supervisory Controls

Incumbent works under guidelines and policies from the Commission and direction from the Science Director, Science Programs Manager, and Assistant Science Programs Manager; and is able to perform as required through individual initiative and innovation.

### C. Guidelines

Guidelines are available in the form of Commission's Strategic Vision, Rules of Procedure and Financial regulations, manual of contractual procedures, and a limited number of broad policy statements.

### D. Complexity

Incumbent has responsibilities for scientific aspects of the Commission's programs. This role has broad and complex technical and institutional components requiring

consultation with the Assistant Science Programs Manager, Science Programs Manager, and Science Director.

E. Scope and Effect

A major goal and stimulus for formation of the Commission was the need to promote, undertake, and communicate research that will support the fisheries of the Great Lakes. The incumbent has an important role in making the Commission's primary scientific advisors, the SLRB, productive and responsive to the needs of the Commission.

F. Personal Contacts

The incumbent frequently contacts scientists throughout the Great Lakes basin and with administrative officials of state, federal, and provincial governments of the United States and Canada and universities.

G. Purpose of Contacts

Contacts are for the purpose of promoting and implementing the Commission's research programs and promoting cooperation among the various participating agencies.

H. Physical Demands

Most of the day-to-day work is typical of offices, but fieldwork on the Great Lakes, other lakes, and rivers will occasionally be required.

I. Work Environment

The office work environment involves normal, everyday risks or discomforts typical of such places and including meeting and training rooms, libraries, and residences or commercial vehicles such as airplanes, trains, buses. Occasional fieldwork on lakes will typically be conducted on boats and on rivers by boat or by wading. Occasional lab work will typically be conducted in standard environments.