****

**Position Vacancy, 2015**

**Positions: Full time (approximately 30) and part time (few) positions available.**

 Full-time (40 hours) - work all weekends plus 3 days per week (5 days per week total);

 Part-time position works weekends, plus one weekday morning.

 Supervisory positions (2)

**Background & Mission of the Program**

The Adirondack Watershed Institute Stewardship Program (AWISP) at Paul Smith's College is a community based program designed primarily to educate the public about aquatic invasive species (AIS) issues pertaining to specific watersheds. Stewards interact with visitors at boat ramps and perform watercraft inspections intended to prevent the transport of AIS. The AWISP also fulfills research and service functions. Visit the AWI webpage to view our annual report: <http://www.adkwatershed.org/reports/annual-stewardship-reports>

**Steward locations:** Lake Placid/Saranac Lake/Tupper Lake area, Chateaugay Lake, Cranberry Lake, Long Lake, Raquette Lake, Fulton Chain of Lakes, Stillwater Reservoir, Saratoga Lake, Great Sacandaga Lake and other lakes. Most stewards should be located within commuting distance of Paul Smith’s College, Saratoga Lake, Tupper Lake, or Raquette Lake. Housing is not provided by AWISP.

**Term of appointment:** May 18 – August 24, 2015 (15 weeks); 2 additional weeks until Labor Day required, depending on employee’s fall semester school schedule. Potential part time work available in September. **Base pay:** $13.50/hour

# Duties & Responsibilities:

1. Public education and natural/cultural history interpretation.
2. Perform watercraft inspections; remove AIS, operation of boat wash station (where present).
3. Data collection: boat launch use patterns, AIS removal.
4. Service projects (one day per week): invasive species mapping and control, loon monitoring, trail maintenance, write newsletter, update social media, environmental education with all ages and presentations.
5. Report writing.

**General Qualifications:**

1. Completed or pursuing a degree in natural resources, biology, environmental studies, science, recreation, education, or a related field.
2. Capable of performing duties independently and proactively.
3. Strong verbal communication, writing, and environmental interpretation skills.
4. Ability to work in inclement weather.
5. Individual vehicle needed for commuting to duty stations.

**Specialty Skills Preferred**

1. Experience operating and navigating small watercraft.
2. Writing, desktop publishing, public speaking/education proficiency.
3. Capacity to carry and maneuver up to 50 pounds and perform other strenuous activities.
4. Experience, training, and/or NYS certification in herbicide application.

**To Apply:**

Applicants may submit a letter of intent, resume and contact information for three professional references.

Electronic submissions are strongly encouraged and should be sent in Word format to: employment@paulsmiths.edu

Mailing address: Director of Human Resources, Paul Smith’s College, PO Box 265, Paul Smiths, NY 12970.

Faxed to: (518) 327-6161. Applications will be reviewed as they are received. Interviews with selected candidates will be conducted either in-person, via telephone, or computer conferencing.

*Paul Smith’s College values diversity in the College community and seeks to assure equal*

*opportunity through its continued Affirmative Action program.* EOE/AA/M/F/D/V