



## **Undergraduate/Graduate Student Worker for Fall 2019**

**Contact: Melissa O'Neal | moneal@mail.wvu.edu**

### **Position Description:**

The West Virginia Water Research Institute (WVWRI) is seeking a Student Worker to assist the WVWRI with the following duties:

- Assist in the field collection of water quality samples and perform stream surveys;
- Data entry and management;
- Quality assurance/quality control data review;
- Interact with various watershed groups; and
- Provide additional project support as needed.

### **Educational Requirements:**

Applicants should be enrolled in undergraduate or graduate courses for Fall 2019. Preferably seeking a degree in Natural Resources, Geology, or related field.

**Period of employment:** August 2019 through December 2019; may be extended. **Hourly Rate:** TBD

### **Position Details:**

Student worker will be eligible to work 20 hours per week.

WVWRI can establish specific, regular work hours to meet the needs of both the student and the Institute; however, the hours generally must occur during the normal work hours of 8:00 am and 5:00 pm Monday through Friday. Adjustments to the regular schedule can be made by the supervisor to accommodate changing circumstances either in the work requirements or in the student's coursework, on a case-by-case basis.

Field sampling will occur outside, so outdoor weather conditions will be variable, and during rare times may be very hot or cold. Moderate noise levels are experienced in the work environment. Work may be performed in labs and on computers. Some chemicals are used in analysis and field sampling, and can be toxic or caustic. Safety training and equipment will be provided, and must be properly utilized. Student will be responsible to know and comply with all safety procedures. Position will require travel, possibly with overnight stays, for which student will be reimbursed per West Virginia University's (WVU) travel policies and procedures. Student worker will be required to successfully complete WVU's Driver Safety Training and maintain a valid driver's license.

Attention to detail is necessary to successfully perform data entry and data management along with providing quality assurance/quality control. Experience with Microsoft Excel, Word, and Power Point are required.

Time off from the position will be arranged to meet the WVWRI's needs, but in general will follow the standard academic calendar. University holidays in which the entire university is closed (e.g. Memorial Day) are to be taken that day **only**. Because of the nature of the position, it may be necessary to work during breaks and between semesters, the details of which can be negotiated at those times.

Extension of the position beyond December 2019 will be contingent upon the satisfactory performance of assigned duties, academic standing in academic department as described in the undergraduate catalog, and the availability of funds for the position. Performance and academic standing will be reviewed periodically to ensure that student remains eligible to continue in the position.

**Students may not hold more than one student worker position with WVU at the same time.**

**Ms. Melissa O'Neal, Program Manager for WVWRI, will be the supervisor for this position.**

**To apply, please submit a résumé to moneal@mail.wvu.edu.**