UNIVERSITY OF WISCONSIN – SUPERIOR
POSITION DESCRIPTION
Research Coordinator
Lake Superior National Estuarine Research Reserve

Working Title: Research Coordinator, Lake Superior National Estuarine Research Reserve
Hayes Hill Title/Level: Scientist, Associate, 100% renewable appointment
Position Reports to: Lake Superior Estuarine Research Reserve Manager (Outreach Manager III)

Position Summary:
The Lake Superior National Estuarine Research Reserve (LSNERR) is one of 28 research reserves in the National Estuarine Research Reserve System (http://www.nerrs.noaa.gov/) Designated in October 2010; LSNERR is the second Great Lakes freshwater estuary in the NERR System. LSNERR is situated on the most western tip of Lake Superior and contains examples of many of the types of habitats associated with the St. Louis River freshwater estuary and its watershed. The St. Louis River is the largest United States tributary to Lake Superior and flows 179 miles through a 3,634 square mile watershed. The lower 23 miles of the St. Louis River form the boundary between Wisconsin and Minnesota.

The primary purpose of this position is to serve as a technical expert and source of scientific information about freshwater estuaries. The position is responsible for acquiring and interpreting scientific data about estuaries, particularly the LSNERR. These data consist of both project specific and long term measurements which characterize elements and processes occurring along a river to large lake gradient and within the Great Lakes. Data also describe the effect of human activities and the influence of natural changes occurring within this environment. The position works independently, with coworkers and with external investigators to acquire data required for completion of specific studies and programs of interest to the LSNERR and to communities within the Reserve’s bioregion.

This position works to increase public awareness of LSNERR/ UW-Extension/UW- Superior and its programs and builds support for these programs among the public, legislators, beneficiaries and constituents.

Duties and Responsibilities:
• Oversee the Reserve’s Research Program. Supervise the research staff and track the program’s budget, projects, and products. Write grants to support the Research Program. (20%)
• Coordinate the Reserve’s Long-term Monitoring Programs. Oversee the water quality, habitat change/GIS, and biological monitoring programs. Mentor employees responsible for carrying out some of the programs and serve as lead for some of the habitat and biological monitoring programs. Create, organize and archive datasets, disseminate them to potential users, and update Reserve web pages annually with latest monitoring results. (10%)
• Conduct applied estuarine conservation research. Carry out high caliber scientific studies that support high priority conservation goals of the Reserve, for example better characterizing impacts of putative threats or carrying out restoration experiments. (10%)
• Encourage and facilitate research by students and other researchers, with emphasis on conservation priorities. Serve as advisor or on graduate committees of students conducting estuarine conservation research. Closely mentor other student projects; correspond and meet with students and researchers to facilitate research projects. Form collaborative relationships with other academic institutions and researchers. Disseminate LSNERR research opportunities and priorities through email, web pages, publications, representations and meetings. Oversee the Reserve’s research permit process and track permitted researchers. (10%)
• Integrate LSNERR research into the Reserve’s stewardship, education and outreach initiatives. Participate in work groups and updates of the Reserve Management Plan. Contribute to other programs to ensure that there is a strong scientific basis for local management, outreach and decision-making. For instance, contribute to Coastal Training Workshops and teach workshops/classes for LSNERR volunteers/staff. (20%)
• Disseminate scientific information about LSNERR to a variety of external audiences. Prepare scientific publications reporting on results of own research in high caliber peer-reviewed journals. Write articles for regional and national newsletters for the general public and relevant agencies.
Provide oral presentations to local, regional and national audiences. Attend and present at conferences relevant to wetland/estuarine conservation. (20%)

- Participate in NOAA Estuarine Reserve Division initiatives. Attend national meetings annually. Oversee the Graduate Research Fellowship selection process locally and supervise research assistant work. Contribute to national program development through written proposals, email, and committee work. (10%)

**Working Conditions:**
Involves work outdoors in a range of uncontrolled work-environment conditions including over-water and in-water work in a field setting, all weather conditions, remote settings, work at night, on platforms, in unconsolidated sediments, unstable footing, stinging insects, animals, heavy vegetation and slopes. The work environment also exposes worker to regular public contact, vessel use, heavy machinery activity, laboratory equipment and chemical materials, and light industrial shop settings. Job involves periodic out-of-town travel, often requiring overnight stays. Job involves work at a conventional office desk workstation and may involve extended period of time at the work station.

**Administrative Relationships:**
This position is accountable to the Manager, Lake Superior Estuarine Research Reserve, on all matters related to: (a) program performance and job responsibilities, (b) developing effective external working relationships with clientele groups, other agencies, department and organizations, (c) continuing professional development, (d) reporting and evaluating programs to state and federal governments, as appropriate, (e) vacation, leave of absence, salary and promotion and (f) administration, office management and performance development.

**Program Relationships:**
This position interacts collegially with (1) UW-Superior units, faculty staff, and students; (2) UW-Extension’s Division of Cooperative Extension and appropriate Cooperative Extension teams, programs, units, and centers; (3) staff at other NERR sites; (4) faculty, staff and students at other collaborating universities; and (4) State, Federal, Municipal, Tribal and NGO partners.

**Knowledge, Skills, Ability:**
- Knowledge of applied natural resource management and ecosystem restoration.
- Knowledge of budget development, preparation and fiscal management.
- Knowledge of complex political environments in which Cooperative Extension works, particularly at state and local levels, and successful experience in these environments.
- Demonstrated skill in planning, implementing, and evaluating collaborative programming that addresses community needs.
- Strong interpersonal skills in a team setting and on an individual basis.
- Skill in operation of modern office equipment, communication tools, equipment, computers and relevant software.
- Demonstrated ability to plan, implement, and complete research projects.
- Demonstrated ability to publish in scientific journals and to write technical reports.
- Demonstrated ability to develop, write and manage research grants.
- Demonstrated successful ability in managing staff and budgets.
- Ability in planning, implementing, and evaluating applied natural resource management programs that utilize multi-disciplinary approaches.
- Ability to organize and work collaboratively in multi-investigator and multi-disciplinary teams.
- Ability to plan collaboratively and execute independently.
- Ability to communicate ideas effectively verbally, in writing, and through educational technology.
- Ability to effectively interact with people from different cultural backgrounds, including those associated with race, ethnicity, national origin including indigenous cultures, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity.
- Ability to commit to the highest ethical standards.
- Ability to participate in evening and weekend commitments as necessary including overnight travel.
Minimum Qualifications:
- Ph.D. in a field that relates to the responsibilities of this position such as Ecology, Ecosystem Ecology, Biological Sciences, Natural Resources, Earth Studies, etc. Ph.D. must be completed at the time of application.

Desirable Qualifications:
- Experience with and understanding of the National Estuarine Research Reserve System.
- Experience with GIS, experimental design, statistics, and invasive species.
- Experience with participatory approaches to natural resource management.