**University of Maine**

**Job Description**

**Title:** Research Assistant

**Department:** Aquaculture Research Institute

**Date:** September 2021

**Reports To:** Research Associate, Aquaculture Research Institute

**Purpose:** This position will work with Aquaculture Research Institute (ARI) staff members to support the aquarium facilities research and outside contract activities of the ARI. The position will work interactively with researchers in areas of aquatic animal husbandry and maintenance of aquarium systems operations.

**Essential Duties & Responsibilities:**

* Work with the ARI Research Associate and other Cooperative Extension staff in all phases of the aquaria research activities of ARI.
* Assist in aquaria rooms construction and configuration.
* Oversee daily care and husbandry of aquatic animals and systems.
* Perform water quality testing and interpretation for corrective measures when required.
* Maintain equipment inventory and operational performance logs.
* Maintain sea lice facility.
* Responsible for ordering supplies and materials.
* Perform other reasonably related duties as assigned.

**Knowledge & Skill Qualifications:**

**Required:**

* Bachelor’s degree in Biology or related field, or an equivalent combination of education and experience.
* Laboratory experience with aquatic species; knowledge should include setting up aquatic systems, and husbandry of aquatic species.

**Preferred:**

* Experience in both freshwater and saltwater recirculating systems.
* Demonstrated positive interpersonal skills for working with coworkers, employer, and associates of outside contract work.
* Ability to communicate effectively using oral, written, and electronic methods.
* Basic knowledge and field experience with sea lice counting and identification.
* Ability to travel both in- and out-of-state, requiring a valid driver’s license with reimbursement at the University’s contract rate.

**Supervisory Responsibility:** There are no formal supervisory responsibilities for this position but the position will involve scheduling and organizing project work activities for students participating in projects.

**Work Environment:** The position will be housed on the Orono campus of the University of Maine. Work is routinely performed in an aquaria wet lab setting. Work may include outside collection of samples in various inclement weather conditions. Strong odors, salt water and tissue samples/necropsy remains are frequently encountered.

**Work Year:** Full-time, fiscal year appointment.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond regular hours (to include evenings and weekends) will be necessary to meet the requirements of the position. The employee shall establish regular hours and in consultation with the supervisor, adjust the work schedule as appropriate.

**Position Type:** Soft-money, contingent upon funding and successful job performance.

**Schedule for Evaluation:** In the initial six months of employment and then annually in accordance with the UMPSA agreement.

**Job Family/Salary Grade:** 04/02**.**

Appropriate background checks required.

All UMS employees are required to comply with applicable policies and procedures, as well as

to complete applicable workplace related screenings, and required employee trainings,

such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.