Archbold Biological Station
Position Description

Title:	**LTAR Assistant Data Manager**	**Supervisor:**	**GIS/Data Manager**
Department:	**Technical Support**	**Status:**	**Non-Exempt**

This is a one year full-time position that offers health and dental benefits, retirement plan with matching employer contributions after one year, paid vacation and sick leave, and 10 paid holidays per year. The position may be extended each year with the possibility of future funding.
To apply, please submit a cover letter, resume, and three professional references, to shawkins@archbold-station.org. Applicants must have U.S. citizenship or current authorization to work in the U.S. Reviewing of applicants will begin November 6th and continue until position is filled. EOE/AA Employer

Overview
Archbold Biological Station and its partner site University of Florida Range Cattle Research Center (UF RCREC) are part of the Long-term Agroecosystem Research Network (LTAR https://ltar.nal.usda.gov), a network of 18 agroecosystems across the United States that seek to address the grand challenge of maintaining multiple ecosystem services in food production systems. The Archbold-UF LTAR sites have a >70-year history of research, conservation, and education programs focused on enhancing agricultural production and preserving natural resources associated with subtropical humid grassland and shrub landscapes in Florida. Interdisciplinary research at the Archbold-UF LTAR address the complex functioning of agricultural and natural lands within the region.
The Archbold-UF LTAR consists of three research sites dispersed across agricultural and conservation lands throughout south central Florida, totaling nearly 9,000 ha. The sites are strategically located in an ecologically-sensitive region, including the headwaters of the Everglades. Encompassing 3 working ranches with 4,800 cattle, they serve as living laboratories to understand the impacts of agriculture on water and soil resources, and biodiversity. Archbold-UF LTAR works closely with ranchers, conservationists, and policy makers. Research-based information is disseminated widely to rural and urban stakeholders. Partners include federal, state and local government agencies, trade organizations (e.g., Florida Cattlemen's Association), conservation groups (e.g. The Nature Conservancy), and other academic institutions.

The Archbold-UF LTAR is in search of a dedicated Assistant Data Manager to assist with organization and dissemination of data associated with their sites. Our ideal candidate is someone who loves databases and coding but has a background in (or interest in) agroecology and sustainable food production and understands its importance to society. We are looking for someone who doesn't mind being on a computer all day working through data issues, and problem solving our data management needs. We need someone who is creative and driven, and will take initiative to help Archbold and LTAR best manage our data. This person will be happy to assist staff at both sites with their data documentation and organization.

Essential Duties and Responsibilities
- Day to day responsibilities include data management coordination for two of the Archbold-UF LTAR sites, MAERC and RCREC (www.maerc.org; rcrec-ona.ifas.ufl.edu). This will include some travel between the two sites, which are approximately 60 miles apart.
- Participate in LTAR network Data Management working group meetings and conference calls
- Work alongside the Data Services team to assist researchers with data management tasks
- Ability to clearly communicate with project investigators on all data management related issues

- Monitoring and trouble-shooting of data flow from streaming sensors to relational databases, and automated subset data transfers to offsite end users
- Microsoft Access database creation and maintenance, including form design, to support ongoing research projects at both sites
- Datasets vary by project and include hydrology, climate, biodiversity, land management, livestock tracking, among others
- Provide support for all data management tasks
- Occasional field support for field technicians
- Assist GIS and Data Manager with other data management related tasks as needed.

Minimum Job Qualifications

- Degree in Biology, Environmental Science, Computer Science, Agricultural Sciences or Engineering or related field, with relevant coursework/equivalent work experience using relational databases preferred
- Experience with Microsoft Access, Word and Excel is required
- Experience with R, Microsoft SQL Server, VBA coding, MS Access form design and macro creation preferred
- Ability to troubleshoot network data flow connections, database errors, VBA code
- Ability to work with diverse datasets to accommodate ongoing projects
- Ability to work with research staff, outside agencies and other stakeholders such as cattle ranchers
- Strong organizational skills, detail oriented, and ability to work independently and prioritize tasks
- Good verbal and written communication/documentation skills

Working Conditions and Physical Demands

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional physical activities including lifting, pushing and pulling items up to 50 pounds; reaching, stooping, bending, kneeling, climbing, crouching and prolonged periods of sitting.
- Ability to work various shifts during occasional emergency situations, including evenings and weekends, with little or no notice.
- Travel between the two Archbold-UF LTAR sites will be required
- Occasional travel to off-site meetings is required