

# Summer Botany Assistant

## New York Natural Heritage Program

<b>Position:</b>	Botanical Student Assistant
<b>SUNY Title:</b>	Research Aid/Research Project Assistant
<b>Location:</b>	Albany, New York
<b>Duration of Position:</b>	Full-time May-August, possibility of extension through Fall 2024
<b>Compensation:</b>	\$19-23 hour, depending on experience

### **SUMMARY OF POSITION**

This position is working with the New York Natural Heritage Program's (NYNHP) Botany Program and is focused on assisting the Chief Botanist and State Parks Botanist with inventorying and documenting rare plant occurrences across the state and entering that information into NYNHP databases. Time will be split approximately 50/50 between field work and office work. Candidate must have a driver's license and transportation to and from the office and field trip departure sites. They should be willing to travel on trips involving overnights to various locations while assisting with field work.

### **DUTIES AND RESPONSIBILITIES**

#### Field Work:

- Assist with the preparation of maps and digital data for field surveys.
- Assist field botanists in conducting surveys for rare plants and invasive species, documenting finds, and collecting specimens.

#### Information Processing:

- Process plant specimens and prepare labels for preservation and storage of specimens.
- Enter information for photographs into the digital image database.
- Assist with processing a backlog of rare plant locations received from outside sources.
- Work in ArcGIS and NYNHP databases mapping and storing information on rare plant reports received from outside sources.

### **KNOWLEDGE AND SKILLS**

- Must be working on, or recently completed, a graduate or undergraduate degree in botany, ecology, forestry, conservation biology, or a related field. Preference will be given to graduate students and advanced undergraduates with a strong interest in plant ecology or plant taxonomy.
- Course work and knowledge of plant ecology and plants of New York State.
- Field work in biology and plant species identification skills are desired.
- Good typing skills and familiarity with databases and GIS is desired.
- Valid drivers license and willingness to drive for work required.

### **WORKING CONDITIONS/PHYSICAL EFFORT**

The Botany assistant may work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances throughout the state. This may include off-trail hikes and bushwhacks through wetlands, on steep and/or rocky slopes, in tick-infested areas, and aquatic surveys from canoes or other boats. There may be long drives between sites and fieldwork may sometimes involve camping.

Office work will involve mapping and entering data into databases in our office in downtown Albany, NY.

Additional information on the New York Natural Heritage Program and Botany Program is available at [www.nynhp.org](http://www.nynhp.org)

Information on New York State Parks is available at <https://parks.ny.gov/>

Direct **cover letter and resume including contact information for three references** to:

Rich Ring, Chief Botanist

Email: [rmring@esf.edu](mailto:rmring@esf.edu)

Mailing Address: New York Natural Heritage Program  
New York State Department of Environmental Conservation  
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Albany, NY 12233-4757

Closing date: **February 16, 2024**