

Short-Term POSITION: iMapInvasives Database Assistant (1)

TITLE: iMapInvasives 7-Month Database Assistant

DURATION: 7-months (starting in June, 2023); Full-time is desired (up to 40 hours/week)

COMPENSATION: minimum \$18/hour

The iMapInvasives Team at NYNHP is seeking a Database Assistant for summer/fall of 2023. The iMap DB Assistant will work on several different data/GIS projects for iMapInvasives (outlined below), with primary emphasis on reviewing data prior to upload into iMap, as well as assisting with various GIS projects.

The New York Natural Heritage Program (NYNHP) is a program of the Research Foundation for the State University of New York College of Environmental Science and Forestry (SUNY-ESF) whose mission is to facilitate the conservation of New York's biodiversity by providing comprehensive information and scientific expertise on rare species and natural ecosystems. NYNHP works in partnership with the New York State Department of Environmental Conservation (DEC) and other state, federal and private organizations involved in natural resource management, land protection and stewardship, and advancing the conservation of biodiversity. For more information visit: www.nynhp.org.

The New York Natural Heritage Program works with DEC's Bureau of Invasive Species and Ecosystem Health to promote, review, and manage New York's Invasive Species Database, iMapInvasives (NYimapinvasives.org), as well as derivative products. Many individuals and organizations across the state utilize iMapInvasives including NYS agency staff, conservation organizations, educators, and citizen scientists.

DUTIES:

- Serve as primary data manager for Watercraft Inspection Steward Program Application (WISPA)
- Review invasive species data submitted to ArcGIS Online (AGOL) via NYNHP-developed field data collection tools for quality control prior to upload into iMapInvasives (including: iMap Mobile Advanced, Forest Pest Data Collection Tool, Simple Aquatic Survey Pro)
- Assist with other data/GIS/AGOL tasks

REQUIRED QUALIFICATIONS:

- GIS experience (ArcGIS, QGIS, or other)
- Experience with data manipulation (e.g., Excel, Access)

PREFERRED QUALIFICATIONS:

- Bachelor's degree
- Esri ArcGIS Online (AGOL) experience
- Experience using Esri Desktop software, primarily ArcGIS Pro (e.g., loading datasets, projecting datasets, selecting records, populating fields with field calculator)
- Familiarity with common GIS scripting environments (e.g., R, Python)
- Familiarity with relational database concepts
- Experience with large datasets
- Experience in biology, natural resources, or conservation – particularly with invasive species
- Comfortable communicating with partners; organization skills; attention to detail
- Ability to balance multiple projects at one time
- Ability to work independently

WORKING CONDITIONS: The iMap DB Assistant will work in an office setting.

DEADLINE: Review of applications will take place until position is filled. Optimal consideration will be given to applications submitted by **April 12, 2023**. Send resume and contact information for three employment references, with subject line "iMap 7-month DB Asst.", to: imapinvasives@dec.ny.gov