AUBURN
Human Resources

Advisor I, Natural Resource Programs

Job Description

JOB INFORMATION

Job Code	GA04A
Job Description Title	Advisor I, Natural Resource Programs
Pay Grade	RE05
Range Minimum	$37,830
33rd %	$44,130
Range Midpoint	$47,290
67th %	$50,440
Range Maximum	$56,740
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/16/2011

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Lab & Field Operations

JOB SUMMARY

Provides administrative and professional assistance for one or more special natural resource programs involved in fundamental research and management of new knowledge and concepts.

RESPONSIBILITIES

- Oversees or conducts natural resources program research to include experiments, investigations, literature review and studies.
- Collects, analyzes, records and compiles samples and data in order to document results and observations for presentation to others.
- Assists in the development of research project proposals, plans and/or protocols.
- Assists in preparation of or prepares research results for publication or presentation at conferences and inclusion in literature reviews.
- Provides oversight and coordination of programmatic administrative functions.
- May maintain and operate scientific field equipment.
- May instruct students and supervise others' research in area of expertise and assists in outreach efforts.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Management, Business, Agricultural Business, or Agricultural related fields.	and	0 years of	Experience in natural resources programming and/or research	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	And
Pesticide Applicator - State Licensure	Ability to obtain a pesticide license may be required in specific positions.	Upon Hire	Required	And
	Other content specific licensure or certification	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.