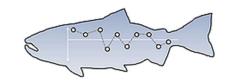# Salmon Watersheds Lab
Database Project Manager

Details

- Approximate start date: October 2017
- Appointment: Full time (35 hr/week), salary commensurate with experience
- Appointment length: 6-month term with possibility of extension.
- Location: Salmon Watersheds Lab, Simon Fraser University, Burnaby, BC

Background

The Salmon Watersheds Lab is seeking a candidate with a keen interest in aquatic ecology and conservation research to lead a large-scale database project to completion. The initial appointment is for a 6-month commitment, with opportunity for extension. The lab has strong focus on dynamics of streams and watersheds, and the conservation and management of Pacific salmon. The successful applicant will organize and be responsible for a large scale historical dataset. The Keogh river salmonid project focuses on steelhead and salmon ecology and provides detailed information on movement ecology, migration timing, habitat use and population structure. This is one of the most extensive databases on steelhead migration timing in the world with over 40 years of data in variable formats and condition. An ideal applicant for this position is an individual who is well organized, detail-orientated, works well independently, and values participation in ecological research. This is a great opportunity to gain technical expertise and become familiar with ecological research methodology. More information can be found about the Salmon Watersheds Lab at www.jonwmoore.org

Description

The principle duties of the position are administration and management of a major research data collation project. Specifically, you will be responsible for bringing together over 40 years of data from multiple hard copy and electronic sources into a single cohesive, polished database. This is a great opportunity to gain experience with the day-to-day operations of a lab and to become an expert in data management.

Duties include
- Data project management: collating data from multiple sources (electronic and hard copy) of archived material into a single database. This may include:
    - hard copy data entry,
    - managing volunteers,
    - quality checking data,
    - electronic data file collation, back up and reformatting,
    - searching archives for lost or relevant data,
    - organizing archives,
    - contacting and working with multiple stakeholders to locate missing files,
    - polishing final completed database.
  - Opportunities to analyse data and make recommendations.

Qualifications
- Minimum BSc in Biology or related field. We will also consider an MLIS or Masters' degree in archival and records administration, information studies, and/or a library science degree with an emphasis on archives.
- Valid work permit.

Skills and Abilities
- Ability to organize large data sets from multiple sources of variable states.
- Excellent organizational ability and attention to detail.
- Ability to work independently, take initiative and deliver on tasks without direct supervision.
- Experience with conducting research, statistical analysis, scientific writing, and planning/logistics are an asset.

Application
Please send a cover letter explaining suitability for the job and CV, including a list of three references, to adminjwm@sfu.ca. We will start looking at applications on October 2nd, 2017.