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| **Title of Position** | Salmonid Hatchery Assistant |
| **Department** | SENRS |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.04 Assist with maintaining accurate and complete records and information on file

1.08 Collect, compile, record and/or consolidate data/information (ie. statistical purposes)

2.05 Assist with coordination and delivery of campus tours

3.00 Assist with daily cleaning and maintenance of classroom and/or lab space and equipment (cleaning, organizing, servicing, inventory and sign out of equipment)

3.05 Assist with the collection, organization and logging of specimens and data

3.07 Assist with field observations and/or assessments

3.08 Monitor and record mechanical system readings

3.10 Assist staff in monitoring and assessing various experiments and other research activities

3.11 Preparation and assistance of/with aquatic and other animal feedings

3.12 Test and record water quality parameters

4.09 Assist with the research and evaluation of animal studies

5.00 Assist with routine maintenance and cleaning tasks as required

5.02 Manual labour requiring the use of basic tools and equipment and lifting up to 30Ibs

10.0 Other duties as required

10.01 Occasional Saturday and evening shifts may be scheduled as required

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good organizational skills, with the ability to multi-task
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail
* Ability to lift and move items that can weigh up to 30lbs
* Experience presenting and/or speaking in front of small or large groups
* Willing to share Fleming experience with Fleming social communities
* Ability to work with and maintain confidential records