JOB DESCRIPTION

Field Work Aide

Definition of Class
Under general supervision, the incumbent is responsible for assisting researchers in forestry related outdoor work. The incumbent prepares and gathers a variety of insects and materials to support the work of researchers.

Examples of Work Performed
Assists researchers in the preparation and gathering of needed materials and insects to support research efforts.

Constructs emergence cages to collect insects.

Collects logs from forest and transports to research facility.

Regularly checks insect traps.

Performs behavioral observations.

Identifies, pins, and labels insects.

Tabulates data and prepares preliminary statistics to be reviewed by researchers.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assists researchers in the preparation and gathering of needed materials and insects to support research efforts.


Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 100 pounds.

Vision: Requirements of this job include close and color vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.
Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stand; walk; stoop, kneel, crouch or bend; reach with hands and arms; and use hands to finger, handle or feel objects. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to sit; and climb or balance.

Experience/Educational Requirements:

Education:
Ability to read, write, and understand basic instructions.

AND

Licensure:
Incumbents must possess a valid driver’s license within the first thirty (30) days of employment.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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