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| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**INSTRUCTIONAL ASSISTANT – ENVIRONMENTAL STUDIES**

**DEFINITION:**

Under general supervision of the Chief Instructional Officer and in cooperation with faculty in the Environmental Studies program, oversee operation of the on-campus fish hatchery so it may act as an instructional resource for the campus; provide instructional assistance to and/or assist students in studies for the Hatchery Technician Certificate; maintain a variety of records related to the fish hatchery; assist in the development and maintenance of instructional materials and equipment; assist with coordination of outreach, recruitment and advising of environmental studies students; and perform related duties as assigned.

##### **DISTINGUISHING CHARACTERISTICS:**

This position assists students and faculty in the Environmental Studies Department by providing the assistance and coordination necessary to maintain and develop a safe and productive educational environment. Management and operation of the campus fish hatchery is also a central responsibility of the position and may require weekend or evening duties.

**CLASSIFICATION:**

* FLSA Non-Exempt
* Classified – CSEA
* Date Modified: March 2015

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

* In collaboration with Environmental Studies faculty, coordinates the development of the hatchery as an instructional program
* Oversees hatchery day-to-day activities, including, but not limited to, marketing and sales, fish production, fish stocking
* Participates in finding, writing, and managing grants to support hatchery operations
* Performs maintenance and repair of hatchery life-support equipment, including ultraviolet sterilizer, drum filter, oxygen generator, and dosing pumps
* Conducts water quality testing and monitoring
* Manages the college operational hatchery budget and the Feather River College Foundation hatchery budget
* Provides individual and group instructional assistance to students in all environmental studies classes, particularly those in the Hatchery Technician Certificate
* Responds to alarms from failed or malfunctioning equipment at the hatchery
* Assists environmental studies faculty in setting up labs and classroom teaching materials as needed
* Drives vans for course fieldtrips in environmental studies courses
* Orders and inventories supplies and equipment for hatchery and environmental studies department
* Directs the work of short-term employees and supervises student employees and volunteers
* Approaches and works with local, regional, and state fisheries agencies to establish training partnerships
* Prepares and disseminates reports and materials to faculty, staff and outside agencies including California Department of Fish and Wildlife, US Forest Service, Trout Unlimited, and Kokanee Power
* Provides input and assists in the development of recruiting materials
* Conducts campus outreach activities and events as directed
* Leads tours of the hatchery to various interested parties
* Aides in the development of new environmental studies courses
* Maintains hatchery facilities and grounds, including painting, electrical, carpentry, mowing, fence repair, irrigation system repair and maintenance, pond management and maintenance
* Other duties as assigned

Knowledge of:

* Methods and techniques of individual and group learning assistance
* Current environmental studies issues
* Hatchery operations and fisheries management
* Basic computer operation and keyboard use
* Software programs for word processing, spread-sheet analysis, and data recording, and programmable logic controllers
* Administering written and practical tests
* Effective oral and written communication

**MINIMUM QUALIFICATIONS:**

* Bachelor’s Degree **OR** an Associate’s Degree and one year experience working in a fisheries field **OR** a fisheries certification and two years’ experience working in a fisheries field
* Possess or be able to obtain, and maintain a valid driver’s license and have a satisfactory driving record
* CPR and First Aid certification (if not held, to be obtained within three months of hire)

**DESIRABLE QUALIFICATIONS:**

* Master’s degree is preferred, in any life science, environmental studies, environmental science, fisheries biology, etc.
* Community college teaching experience
* Experience working in a fish hatchery
* Professional field experience in one or more environmental studies area such as fisheries, forestry, wildlife, hydrology, etc.
* Experience with website design and management, social media outreach, promotion and recruiting
* Knowledge of aquaponic systems
* Demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students and staff

**PHYSICAL EFFORT/WORK ENVIRONMENT:** (The physical abilities with or without reasonable accommodations involved in the performance of essential duties are:)

* Vision to read and review student work; administer and score tests and assist students with other academic materials
* Hearing and speech to understand and respond to questions and provide instructions and lead group instructional sessions
* Lifting, pushing, and pulling equipment weighing up to 50 pounds. Walking, standing, stooping, kneeling, reaching, and climbing

This work is performed in a classroom, office, and outside (including inclement weather) learning settings