

# Bat Project Data Manager

Organization: **Western EcoSystems Technology, Inc.**

Location: **Bloomington, IN**

WEST, Inc. is seeking seasonal assistance in managing field data for our summer bat survey projects. Specific tasks include

- Assisting project managers in organizing, QA/QC and archiving summer bat survey data
- Analyzing, QA/QC and archiving bat echolocation call data
- Compiling bat survey reports for the endangered Indiana bat and northern long-eared bat

## Description:

The data manager will help organize bat echolocation data and field data from bat survey reports in the Bloomington Branch Office of WEST, Inc. The assistant will be involved with data validation (ensuring field data is complete), datasheet organization, and various other administrative tasks. The assistant will also be involved with data sheet review and QA/QC, data entry, QA/QC, and compiling bat survey report data (i.e. inserting figures and tables, making appendices of data sheets, etc.). Applicants should be interested in wildlife, environmental policy, and wildlife data management. Occasional field work opportunities with bats and other wildlife may be available.

Compensation: \$14 - \$17 / hour (commensurate with experience)

Dates: April 2015 – September 2015 (or to be determined after this date)

## Requirements:

- **Highly developed organizational abilities**
- **High attention to detail (datasheets, schedules, spreadsheets, databases, Microsoft Office, summarizing data outputs, etc.)**
- **Positive attitude – reliable and efficient work ethic**
- **Clear and effective communication with WEST project managers, biologists, and technicians**

Valid driver's license required. Investigation into driving record will be conducted upon hiring. Driving record must meet standards set to operate motor vehicle on behalf of WEST. Background check will be conducted on final candidates. Contract will require drug testing and candidates must be able to pass drug screening criteria.

This is a general description of the functions for this position and is not all-inclusive of the duties which may be associated with this position. WEST reserves the right to modify this job description, job requirements, and job duties as necessary. WEST is an equal employment opportunity employer. Our objective is to recruit, employ, pay, and promote employees without regard to race, color, sex or national origin.

To apply for this position include in the following in **one** file (.doc or .pdf):

1. Resume or CV (include dates of employment and names of employers).
2. 2-3 references with phone numbers and email address.

Visit [www.west-inc.com](http://www.west-inc.com) to submit an application for this position

