2025 Fire Lab Assistant Lab Manager (1)

Assist with project logistics for Cal Poly Humboldt Wildland Fire Lab on fire ecology and management projects

We are looking for a detail-oriented and organized assistant lab manager to assist the Cal Poly Humboldt Wildland Fire Lab on field and lab logistics for research projects investigating fuel dynamics in secondary redwood forests following time since restoration thinning in Headwaters Reserve, characterizing fire refugia in Baker cypress forests at multiple locations in northern California, examining long-term responses to thinning and burning treatments in northern California. Work will entail purchasing and coordinating access to field equipment, facilitating field access and logistics, managing and submitting travel and purchase reimbursement documents, processing field samples, managing and entering data, and assisting with field and lab data collection when needed. This position will be based out of Arcata, CA with possible occasional travel to field sights to assist with project work. We will provide guidance on specific tasks, though experience with data collection and management is preferred.

Salary and Duration
☐ $18-19 per hour (depending on experience) for ~12-14 weeks (May-August)

Required Qualifications
Strong candidates for the position will have the following:
☐ Previous coursework or work experience in Forestry, Fire Management, Ecology, or a related field
☐ Ability to manage, enter, and organize data and associated files
☐ Organized, reliable, and detail-oriented
☐ Positive attitude and ability to follow instructions

Preferred Qualifications
☐ Grade point average of 3.0 or greater on a 4.0 scale (if applicable)
☐ Demonstrated experience working with and managing data
☐ Prior experience with data collection in Forestry, Forestry, Fire, Ecology, or a related field
☐ Ability to take initiative and work independently following training and guidance

HOW TO APPLY
To apply, send (as a PDF or Word Document): 1) a resume (including GPA and complete contact information); 2) a brief letter of interest (clearly state position applying for, relevant education, experience, and interest in the position); 3) unofficial transcripts, and 4) the names and contact information of three references in one email to Jeff Kane (jkane@humboldt.edu). Incomplete applications may not be considered. **Review of applications will begin Jan 27th although application period will be opened until positions are filled.**