

# iSportsman Program Assistant

## Joint Base Lewis-McChord, Washington



### **POSITION**

A temporary iSportsman Program Assistant position located at Joint Base Lewis-McChord (JBLM), Washington is available with Colorado State University (CSU) and the Center for Environmental Management of Military Lands (CEMML). This position will help accelerate the iSportsman rollout for JBLM. Specifically, this position will assist with program development, help tackle emerging issues, assist with the development of project proposals, conduct research for effective problem solving, and help plan and execute program initiatives. This position will also help support other aspects of the JBLM Fish & Wildlife Program.

Joint Base Lewis-McChord (JBLM) is located 9.1 miles south-southwest of Tacoma, Washington, and is a training and mobilization center for all services and is the only Army power projection base west of the Rocky Mountains. The facility is under the U.S. Army Joint Base Garrison, and includes the U.S. Army's Fort Lewis and the U.S. Air Force's McChord Air Force Base. JBLM is 90,000 acres with one of the largest remaining intact forest areas in the Puget Sound basin.

### **ORGANIZATION**

CEMML is a research, education and service unit within the Warner College of Natural Resources at CSU. CEMML applies the latest and most appropriate science to promote the sustainable management of natural and cultural resources on Department of Defense (DoD) and other public lands. We provide technical support, conduct applied research, and offer career development and learning opportunities to support resource stewardship. We collaborate with our sponsors and within CSU to resolve complex environmental issues, leaving a legacy of science-based decisions that sustain our resources for future generations.

To learn more about CEMML's contributions to land management, our mission, vision, and values, visit <http://www.cemml.colostate.edu/>.

### **RESPONSIBILITIES**

The successful candidate will assist with the rollout of the JBLM iSportsman program, including but not limited to: assisting with program development, helping tackle emerging issues, assisting with the development of project proposals, conducting research for effective problem solving, helping plan and execute program initiatives, and assisting with public outreach. This position will also help support other aspects of the JBLM Fish & Wildlife Program including helping coordinate volunteer efforts and assisting with field data collection.

### **QUALIFICATIONS**

Minimum requirements include:

- A High school Diploma, General Education Development (GED), or equivalent.
- Experience in project administration, environmental education, and personnel management.
- Experience developing outreach / documents of instruction.
- Excellent oral and written communication skills.
- Be able to follow directions, work collectively with others as a team, and maintain safe working standards.
- The successful candidate must be eligible to work in the United States by proposed start date. CEMML will not provide visa sponsorship for this position.

- Must have a valid driver's license or the ability to obtain a driver's license by the employment start date. Must maintain a valid driver's license and meet CSU standards for driving throughout the course of employment.

Preferred qualifications include:

- B.S. or B.A. in a natural resources, environmental compliance, environmental education, or related field.
- Experience working on military installations or in a hierarchical organization.
- Experience with the iSportsman Program.
- Experience with Avenza Maps and other mapping and cartographic software.
- Experience working with field crews and overseeing projects.
- Knowledge of natural resources management.

### **PAY RATE and DURATION**

Pay rate \$22 to \$26/hour. Commensurate with experience and qualifications. Housing, per diem and moving expenses are not provided. Position is currently temporary with available work for up to 9 months. This position is contingent upon continuation of available funding.

### **BACKGROUND CHECK**

Colorado State University strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.

### **APPLICATION**

Email each of the items below individually as a Word Document (.doc), PDF (.pdf), or Rich Text Format (.rtf) to [matt.ley@colostate.edu](mailto:matt.ley@colostate.edu). Applications will be accepted until the position is filled. Please note that incomplete applications cannot be considered. A complete application consists of:

- 1) Cover Letter
- 2) Resume (provide business information, point of contact, responsibilities, dates)
- 3) Three references (contact information for professional references including at least one supervisor)

### **EMPLOYEE BENEFITS**

Employee Benefit information can be found on HR's Website at <https://hr.colostate.edu/current-employees/benefits/>

### **Additional Information**

Beginning Monday, August 16, 2021, CSU has mandated vaccinations against COVID-19. Faculty and staff are required to submit their vaccine status or declare an exemption. More information about the vaccination mandate can be found on the CSU COVID-19 Information & Resources site at: <https://covid.colostate.edu/>

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy in its employment, programs, services and activities, and admissions, and, in certain circumstances, marriage to a co-worker. The University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity and equal access institution and affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in

101 Student Services.

The Title IX Coordinator is the Director of the Office of Title IX Programs and Gender Equity, 123 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-1715, [titleix@colostate.edu](mailto:titleix@colostate.edu).

The Section 504 and ADA Coordinator is the Director of the Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836, [oeo@colostate.edu](mailto:oeo@colostate.edu).

The Coordinator for any other forms of misconduct prohibited by the University's Policy on Discrimination and Harassment is the Vice President for Equity, Equal Opportunity and Title IX, 101 Student Services Building, Fort Collins, Co. 80523-0160, (970) 491-5836, [oeo@colostate.edu](mailto:oeo@colostate.edu).

Any person may report sex discrimination under Title IX to the Office of Civil Rights, Department of Education