10-1-2007

Limnological Assistance for the Lake Mead National Recreation Area in Meeting the Challenge of the Water 2025 Initiative: Quarterly Progress Report, Period ending: October 1, 2007

Limnological Assistance for Lake Mead National Recreation Area

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QUARTERLY PROGRESS REPORT
University of Nevada, Las Vegas
Period ending: October 1, 2007

Limnological Assistance for the Lake Mead National Recreation Area in Meeting the Challenge of the Water 2025 Initiative

Executive Summary
- Task Agreement has been formally executed
- Position description and announcement have been drafted for limnologist position
- All projects have been initiated

Program Development Activities
The National Park Service signed the Task Agreement on June 14, 2007. An active university account was established on 6/29/07.

Hiring
The Public Lands Institute (PLI) has begun the process to search for and hire a limnologist to work with Dr. Gerstenberger in completion of Projects 1, 2, and 3 of this Task Agreement. The position will be jointly funded as follows: 80 percent Task Agreement and 20 percent UNLV part-time instructor. The position description and announcement have been drafted (see attached) and will be circulated once finalized. PLI anticipates advertising the position in October 2007.

Sara Mueting has been hired as a graduate assistant to aid in the coordination of the quagga mussel-related efforts of this project.

Project 1 Technical Assistance to LAME with Interagency Monitoring Program
Dr. Shawn Gerstenberger, Principal Investigator, Projects 1, 2, and 3 (UNLV), is scheduled to attend the first meeting of the Boulder Basin Adaptive Management Plan (BBAMP) Steering committee in November.

Project 2 Science Support for Water 2025 Interagency Monitoring and Research Initiatives
Substantive activity on this project will commence with the hiring of the limnologist. However, Dr. Gerstenberger has attended a Lower Colorado fisheries meeting wherein a list of monitoring parameters necessary to maintain a quality fishery was established. A
similar, but modified list will be a useful tool for monitoring productivity of the Lower Colorado ecosystem. Several conference calls, which also attempted to coordinate research efforts between multiple agencies, have been completed. Specifically, Dr. Gerstenberger has discussed these issues with agencies working on endocrine disruptors.

Project 3 Technical Assistance related to Quagga Mussel and Other Nuisance Species
An interagency quagga mussel meeting was held on August 2, 2007 at the Southern Nevada Water Authority. Minutes of this meeting have been distributed to all participants and have been posted to GroveSite. Participants have supplied Dr. Gerstenberger with electronic copies of their quagga mussel monitoring protocols. Dr. Gerstenberger has reviewed and compared the protocols he has received to date and has noted the differences among them. A handout and PowerPoint presentation summarizing these data will be presented and distributed for discussion at the upcoming interagency quagga mussel meeting on October 11, 2007 and posted to GroveSite.

UNLV personnel have worked to combine and create a list of best practices related the sampling of adult quagga mussels using passive and active sampling techniques, as well as veliger monitoring. These suggestions incorporate the work currently being conducted at the Lake Mead National Recreation Area and published information found in the scientific literature. We also have put together a color-coded map of the current sampling locations for quagga mussel adults and veligers. This map will aid in discussion on ways to reduce redundancy and maximize resources related to sample collections.

Ms. Mueting (graduate assistant) has prepared an Excel spreadsheet organizing approximately 500 papers related to quagga and zebra mussels. Ms. Mueting created links within the file to PDF copies of all free literature listed. For copyright-protected literature, she has included abstracts. A paper copy of this bibliography will be provided to Kent Turner (ATR) and participants at the upcoming interagency quagga mussel meeting on October 11, 2007. The electronic version of the bibliography will also be made available to Mr. Turner.

Dr. Gerstenberger has proposed the construction of a multi-agency manuscript describing the infestation of quagga mussels in Lake Mead; we feel this will provide valuable information to the management staff of other water bodies that, unfortunately, may face this problem in the future.

Project 4 Strategic Data Mining for Lake Mead
James Pollard (UNLV Harry Reid Center for Environmental Studies) and student assistant Gretchen Andrew have initiated Project 4. Mr. Pollard had previously completed a similar literature search for the US Geologic Survey (USGS) in 2000. Mr. Pollard and Ms. Andrew plan to build a relational database using the contents of the prior literature search as well as recent reports and other pertinent documents that were not part of the USGS search. A copy of the USGS report has been submitted to Mr. Turner and it has been posted to GroveSite.
The three general categories of mining efforts are (1) Water Quality, Limnology, and Contaminants, (2) Fisheries and Aquatic Biota, and (3) Shoreline and Riparian Resources.

**Water Quality, Limnology, and Contaminants** Water quality is well-documented for Lake Mead and is available through the Lake Mead Water Quality Database maintained by Southern Nevada Water Authority (SNWA). In addition, the Bureau of Reclamation (BOR) in Boulder City maintains an extensive library, which will be searched for Lake Mead water quality studies. Both sources have electronic catalogues, which should allow detailed definition of what is available and in what forms. In addition, the UNLV Library maintains some of the older paper copies of Lake Mead water quality reports, as does the Harry Reid Center.

Key individuals are currently involved in Lake Mead or Colorado River water quality studies have been contacted via e-mail to request assistance in identifying Lake Mead water quality/contaminant data sets. Primary among these is Jim LaBounty (SNWA), Rick Roline and Jerry Miller (BOR), and Eric Orsak (US Fish and Wildlife Service). Mr. Pollard is currently waiting for responses to his inquiries to these individuals.

The National Water-Quality Assessment (NAWQA) program of the USGS has been collecting water quality information on Lake Mead for some time and their publications are available on the USGS Web site: [http://water.usgs.gov/nawqa/](http://water.usgs.gov/nawqa/). USGS studies tend to focus on contaminants and a key contact is Shane Snyder (SNWA). Mr. Snyder has been working on contaminants in Lake Mead for a number of years.

**Fisheries and Aquatic Biota:** There are a number of aquatic biota-related studies listed in Mr. Pollard’s 2000 USGS report (see above). Mr. Pollard has also contacted Jon Sjoberg (Nevada Division of Wildlife, NDOW) who has indicated that NDOW has a large amount of fisheries data that is available. Mr. Sjoberg also indicated that Jim Heinrich (Lead Biologist, NDOW) will be able to provide Mr. Pollard with information on what data exists and how it is organized. Additional sources of information include a Lake Mead biomarkers study report by Mr. Paulson, a benthos study that Mr. Pollard worked on during the mid 1980s with Larry Paulson, and a Master’s thesis on the Lake Mead benthos by Sue Melancon. These studies are rich in aquatic biota data that, to date, have not been entered into any database. A final source of historic aquatic biota data from this area includes the work of UNLV faculty member Jim Deacon and his students. Mr. Pollard has obtained a current publication list for Dr. Deacon.

**Shoreline and Riparian Resources:** In an initial search, the National Park Service (NPS) appears to be the main provider of any substantial information on Lake Mead riparian communities, primarily via National Environmental Policy Act (NEPA) documents. Mr. Pollard will search for paper copies of related studies in the UNLV library. The majority of these studies were likely authored or co-authored by faculty members Drs. Deacon, Niles, and Bradley; a number of students worked with these three faculty on projects involving Lake Mead. In addition, the BOR library at Boulder City will also be searched for pertinent reports related to fisheries and aquatic biota.
Project 5 Lake Mead Science Symposium
Project 5 PI Kathy Lauckner is preparing a detailed planning chart with timeframes and budget for the Lake Mead Science Symposium (“State of the Science”), which will take place in December 2008 or January 2009. Potential venues include UNLV, the Tuscany Hotel, and the Fiesta Henderson. Ms. Lauckner will present options at the next Interagency Water 2025 Meeting on October 9, 2007. The final date will be selected to avoid competition with the Colorado River Commission Meetings, which are held in December.

Concurrent session topics and chairs and committee members were identified at the August 7 Interagency Water 2025 meeting as follows:

- Lake Management (Kent Turner / Chris Holdren)
- Limnology and Water Quality (Jim LaBounty / Mike Lico)
- Environmental Contaminant Issues (Michael Rosen / USGS)
- Aquatic Biota and Fisheries (Jon Sjoberg / Erik Orsak / Tom Burke)
- Riparian and Shoreline Resources (to be determined: NPS / Bureau of Reclamation / UNLV)
- Emerging Issues (to be determined)

Technical Committees will be finalized and asked to define their concurrent session topic at the upcoming, October 9, 2007 Interagency Water 2025 meeting.

Minutes of the August 7 Interagency Water 2025 meeting will be posted to GroveSite, when approved.

Project 6 Lake Mead Monitoring Plan
Dr. Palmer is searching for existing reservoir monitoring plans that could serve as a model for Lakes Mead and Mohave.
PART I: Essential Duties Information.

Position Numbers: XXX (EOH) and XXX (PLI)
Working Title: Research Assistant Professor (Environmental Health Science)
Mail Code: 2040
Department: Public Lands Institute & Department of Environmental and Occupational Health
Employee ID#: 
Name: 
Date Submitted: 9-2-07
Supervisors: Margaret Rees(PLI) / Shawn Gerstenberger (EOH)

SUMMARY OF THE PRIMARY PURPOSE OF THIS POSITION. In a brief one or two sentence statement, answer the questions “Why does this position exist?” and “What is this position expected to accomplish?”

The purpose of this position is two-fold: (1) For the Public Lands Institute, the Research Assistant Professor will coordinate and manage externally funded limnology assistance on projects at Lake Mead National Recreation Area and adjacent lands in collaboration with the National Park Service and (2) for the Department of Environmental and Occupational Health will teach one or two courses per year, develop a rigorous externally funded research program, publish research in the peer-reviewed literature, participate in the supervision of graduate students, and engage in service activities.

MINIMUM QUALIFICATIONS REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION

EDUCATION: Check the statement(s) or fill in the blank that describes the minimum formal education requirements for the position.

<table>
<thead>
<tr>
<th>Required</th>
<th>Level</th>
<th>Discipline</th>
<th>Years Required</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bachelor’s</td>
<td>2 years</td>
<td>X Related Professional</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master’s</td>
<td>X Doctorate limnology or related field</td>
<td>Related Supervisory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certification</td>
<td></td>
<td></td>
<td>Comparable Supervisory</td>
</tr>
<tr>
<td></td>
<td>Professional Lic.</td>
<td></td>
<td></td>
<td>Related Managerial</td>
</tr>
<tr>
<td></td>
<td>Other:</td>
<td>Other:</td>
<td></td>
<td>Comparable Managerial</td>
</tr>
</tbody>
</table>

EXPERIENCE: Fill in the number of years required for each type of experience required to qualify for this position.

KNOWLEDGE, SKILLS AND ABILITIES. What additional knowledge, skills and/or abilities are required to perform the essential functions of this position successfully?

- Basic understanding of Microsoft-Windows operating systems and Microsoft Office programs (e.g., Word, Access, PowerPoint, Excel, etc.)
- Knowledge of State, Federal and other laws regarding rare plants
- Working knowledge of GIS and GPS technologies
- Knowledge of aquatic ecology, limnology, toxicology, or environmental science related to lake environments
- Ability to swim and ability to walk long distances over uneven ground
- Ability to drive 4-wheel drive vehicles
- Ability to successfully complete National Park Service motor boat training (40-hour classroom training and 20-hour operations experience)
- Knowledge of various types of data used for natural and cultural resource management
- Experience in field orientation (e.g., navigation with map, compass, GPS)
- Skill in reading and interpreting data from maps, field notes, and other sources
- Ability to conduct and monitor analytical experiments in sophisticated laboratories
- Ability to communicate in a clear and concise manner, including effectively portraying data for use by others in a collaborative framework
- Ability to lead a team
- Excellent writing, interpersonal, and organizational skills
- Ability to build and sustain collaborative relationships among diverse groups of people
- Ability to analyze situations and data trends and apply to job responsibilities
- Ability to translate research findings into scholarly presentations and publications.
- Familiarity with federal land management agencies
- Familiarity with contracted research, deliverables, and budgets
- An affinity for the outdoors
- Ability to pass a federal security clearance

### RESPONSIBILITIES AND END RESULTS

**Essential Functions:** Describe and group the primary duties of the position into 4 to 5 major categories of responsibilities.

<table>
<thead>
<tr>
<th>% of Total Job</th>
<th>Major Responsibilities (What do you do?)</th>
<th>Purpose and Impact (What happens?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>Coordinate task agreement deliverables related to limnology assistance at Lake Mead and Lake Mojave</td>
<td>To ensure field staff and university are meeting all requirements for task agreement deliverables.</td>
</tr>
<tr>
<td>10%</td>
<td>Develop a rigorous externally funded research program and write proposals related to limnological monitoring and management needs at Lake Mead and for other projects that complement this work.</td>
<td>To provide continued funding for the NPS monitoring and management programs and to conduct scholarly activities in support of the Institute’s mission and the university’s overall mission.</td>
</tr>
<tr>
<td>10%</td>
<td>Oversee the compilation of and write quarterly and annual reports to federal and county funding agencies; attend meetings and other administrative duties as needed.</td>
<td>To provide information, data, and narrative for required written reports. Coordinate activities and report findings to other federal and local agencies. May be called upon to assist with other Public Lands Institute projects.</td>
</tr>
<tr>
<td>5%</td>
<td>Manage data collected by staff related to Lake Mead monitoring and research projects and associated meetings.</td>
<td>To create reports and maps that will be used to make management decisions and to design further surveys and monitoring in efficient manner.</td>
</tr>
<tr>
<td>20%</td>
<td>Work with interagency personnel in regional and national offices and with professionals in other agencies to coordinate data and information sharing.</td>
<td>To exchange datasets and ideas with other federal, state, local, and other agencies.</td>
</tr>
<tr>
<td>5%</td>
<td>Publish research in the peer-reviewed literature and present at scholarly professional meetings.</td>
<td>To provide high quality scholarly publications and presentations in support of the university’s mission.</td>
</tr>
<tr>
<td>5%</td>
<td>Engage in service activities.</td>
<td>To enhance outreach to the community.</td>
</tr>
<tr>
<td>15%</td>
<td>Teach one or two courses per year assigned by chairman of Department of Environmental and Occupational Health and participate in the supervision of graduate students.</td>
<td>To provide quality instruction and professional mentoring to university students.</td>
</tr>
</tbody>
</table>
Marginal Functions: Describe and group the marginal duties (associated, but not essential) of the position into 2 to 4 major categories of responsibilities.

<table>
<thead>
<tr>
<th>% of Total Job</th>
<th>Major Responsibilities (What do you do?)</th>
<th>Purpose and Impact (What happens?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4%</td>
<td>Collaborate effectively with university faculty and staff, federal agency partners, Clark County and community stakeholders, and others.</td>
<td>Ensures professional, effective interactions with internal and external audiences.</td>
</tr>
<tr>
<td>1%</td>
<td>Oversee and assist with equipment procurement and maintenance.</td>
<td>Ensures safe use of equipment.</td>
</tr>
</tbody>
</table>

NOTE: The combined “% of Total Job” for Essential Functions and Marginal Functions should add up to 100 percent of the job.

PART II: Job Evaluation Information. NOTE: Please attach an Organizational Chart for the department.

ACCOUNTABILITY
Programs: Describe the program(s) for which this position is responsible. Include any relevant statistics, such as number of programs, number of recipients, and monetary impact, if appropriate.

The Research Assistant Professor oversees a crew to perform field activities integral to the successful fulfillment of a $440,000 externally funded task agreement. Accuracy and reliability of completed work is important in that management from several agencies use this information to aid in making decisions, developing management plans, evaluating resources and developing interpretive presentations. The incumbent is relied upon to use cumulative experience and training in making judgments and in planning phases of work, and is expected to exercise initiative and independent judgment. The position is directly responsible for completing the specific deliverables outlined in the task agreement and will be evaluated annually to assess the degree to which the deliverables have successfully been met.

The Research Assistant Professor is also responsible for assigned teaching, research and scholarly activities, and service activities required of all university faculty members.

INTERPERSONAL RELATIONSHIPS

**Internal Contacts:** positions within the University with which you are required to work on a regular basis (exclude subordinates and supervisor).

<table>
<thead>
<tr>
<th>1. Associate Vice President for Research &amp; Outreach</th>
<th>Purpose of Contacts: Explain nature, frequency and purpose of these contacts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Chairman, Department of Environmental and Occupational Health</td>
<td>The purpose of contacts is to review performance and exchange information.</td>
</tr>
<tr>
<td>3. Co-PIs and staff on funded project</td>
<td>Review teaching schedule, coordinate scholarly activities, contribute service activities</td>
</tr>
<tr>
<td>3. Public Lands Institute clerical staff and Department of Environmental and Occupational Health clerical staff</td>
<td>Coordinate research, monitoring and deliverables.</td>
</tr>
</tbody>
</table>

**External Contacts:** positions outside the University with which you are required to work on a regular basis.

<table>
<thead>
<tr>
<th>1. NPS Water 2025 team</th>
<th>Purpose of Contacts: Explain nature, frequency and purpose of these contacts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Government technical representative</td>
<td>Coordinate efforts through frequent contacts and monthly meetings</td>
</tr>
<tr>
<td>3. Multiple private, local, state and federal agencies with interest in Lake Mead resources</td>
<td>Coordinate efforts through frequent contacts and weekly meetings.</td>
</tr>
<tr>
<td>4. Personnel at local municipalities and agencies</td>
<td>Coordinate monitoring, surveying, and other activities with National Park Service and other agencies on a daily basis.</td>
</tr>
<tr>
<td>5. Maintenance and ranger staff at Lake Mead NRA</td>
<td>Coordinate efforts through periodic contacts.</td>
</tr>
<tr>
<td>6. To coordinate activities with appropriate personnel. Meets on an as needed basis.</td>
<td></td>
</tr>
</tbody>
</table>
### CONSTRAINTS ON INDEPENDENT ACTION
Check the level at which this position functions in relation to the constraints and organizational levels listed below.

<table>
<thead>
<tr>
<th>Check One:</th>
<th>Constraint On Independent Actions:</th>
<th>Organizational Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Develops major university policies for several complex departments/programs. Has broad latitude for unreviewed actions, evaluated on long term results.</td>
<td>Administration</td>
</tr>
<tr>
<td></td>
<td>Approves administrative procedures for several complex departments/programs. Recommends university policies. Has considerable latitude for independent action, evaluated on long term results.</td>
<td>Administration</td>
</tr>
<tr>
<td></td>
<td>Develops administrative procedures for a complex department/program. Recommends university policies. Has considerable latitude for independent action, evaluated on long term results.</td>
<td>Management</td>
</tr>
<tr>
<td></td>
<td>Develops administrative procedures for a department/program. Evaluated on intermediate term results of actions.</td>
<td>Management</td>
</tr>
<tr>
<td>X</td>
<td>Assigned extended multiple work assignments/projects. Administers policies and procedures within a department/program. Evaluated on short to intermediate term results of actions on a periodic basis.</td>
<td>Professional</td>
</tr>
<tr>
<td></td>
<td>Assigned multiple or extended multiple assignments/projects. Works within framework of prescribed procedures. Activities are checked for proper procedure at intervals and for progress toward completion.</td>
<td>Professional</td>
</tr>
<tr>
<td></td>
<td>Assigned specific, but multiple tasks with administrative guidance concerning procedures and priorities. Checked for adequacy of performance at specific steps.</td>
<td>Professional</td>
</tr>
</tbody>
</table>

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**Describe what the typical impact of an error made by the incumbent in this position would be within and/or across campus department(s):**

This position is a component of an ongoing vegetation research program as part of the Public Lands Institute and UNLV. Poor performance or errors in this position could severely impact the ability of the University to expand or renew this program. Poor performance in the delivery of university teaching, scholarly activity, and service could negatively impact university students and the university’s overall academic reputation.

**Challenges: What are the most complex or challenging issues associated with the responsibilities of this position. Give three or four examples and indicate why they are challenging.**

<table>
<thead>
<tr>
<th>Issue</th>
<th>Why Challenging</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Juggling job duties between Public Lands Institute and Department of Environmental and Occupational Health</td>
<td>Two-fold position with responsibilities that are quite varied.</td>
</tr>
<tr>
<td>2. Physical demands of field conditions in the Mojave Desert and on desert lakes</td>
<td>Extreme temperatures and rough terrain must be encountered to collect data; inability to work in these conditions impacts data collection. Must spend long hours on water crafts.</td>
</tr>
<tr>
<td>3. Coordination of a research team</td>
<td>Coordinating staff and many locations and ensuring they remain on task to complete deliverables. Handling HR issues as they arise.</td>
</tr>
<tr>
<td>4. Coordination with Lake Mead NRA staff</td>
<td>Frequent updates on activity and exchange of information help bridge the gap between project leaders resource staff and facilitate the flow of ideas to help resource management.</td>
</tr>
<tr>
<td>5. Conflicting demands of multiple agencies</td>
<td>Requires excellent interpersonal skills due to need to collaborate with numerous individuals from multiple agencies with different backgrounds and missions.</td>
</tr>
</tbody>
</table>
CERTIFICATION

Employee: I certify that the statements in this position description are accurate and complete to the best of my knowledge.

________________________________________________________  ___________________________________
Employee Signature                                                      Date

Supervisor: Please examine the preceding position description. Keep in mind that the purpose of this action is to review the position and not to evaluate the particular employee’s efficiency, abilities or credentials.

I/we have reviewed the statements on this document and certify to their accuracy.

________________________________________________________  ___________________________________
Supervisor’s Signature                                                  Date

________________________________________________________  ___________________________________
Dean/Director’s Signature                                               Date

________________________________________________________  ___________________________________
Dean/Director’s Signature                                               Date

________________________________________________________  ___________________________________
Appointing Authority’s Signature                                        Date

Form HRD-5002

Rev. 04/2001
Position Announcement
Research Assistant Professor in Environmental Health Science
Joint Position between the Public Lands Institute and the Department of Environmental and Occupational Health

The University of Nevada, Las Vegas (www.unlv.edu) invites applications for a Research Assistant Professor position jointly held in the UNLV Public Lands Institute and the Department of Environmental and Occupational Health, College of Health Sciences. This position is primarily externally funded through the Institute and is full-time, 12-month, non-tenure-track and renewable if funded. It is available immediately and is currently funded for two years. The successful candidate will have full access to the newly constructed Environmental Health Laboratory that contains extensive analytical capabilities http://publichealth.unlv.edu/eohgrandopening.htm.

Responsibilities:
For the Public Lands Institute, the research assistant professor will coordinate technical assistance, development, implementation, and review of monitoring and scientific programs related to limnological, ecological, toxicological, and management issues associated with the Lake Mead National Recreation Area. The research assistant professor will be responsible for successfully completing task agreement deliverables, managing the project, tracking project expenditures and progress, writing quarterly and annual reports and others as needed, gathering and synthesizing data, coordinating and facilitating large scientific meetings and conferences, and providing technical assistance to the National Park Service. The position requires working closely with multiple private, local, state and federal agencies and university faculty who conduct research at Lake Mead and Lake Mohave, and requires fostering working relationships between these institutions and individuals. As a member of the Public Lands Institute, the faculty member is expected to participate in staff meeting and public outreach activities on behalf of the institute.

For the Department of Environmental and Occupational Health, the research assistant professor will teach one or more courses per year assigned from, but not limited to, general or introductory undergraduate courses for majors and non-majors, upper-division courses and/or graduate-level courses in their area of expertise. The faculty member will be expected to be committed to teaching excellence; develop a rigorous externally funded research program that complements the National Park Service’s monitoring and management needs at Lake Mead National Recreation Area; publish research in peer-reviewed literature; participate in the supervision of graduate students at both the master’s and doctoral levels; and engage in service activities in the department, college, university, and community.

Minimum Required Qualifications: Candidate must have a doctoral degree from an accredited college or university, preferably in aquatic ecology, limnology, toxicology, environmental science or related field. Demonstrated experience in managing,
developing, and/or conducting scientific research projects applicable in part to resource management.

**Preferred Qualifications:** Experience with *Quagga* mussels, aquatic sampling, aquatic monitoring and modeling, and/or endocrine disruption. Experience in a comparable professional position; management experience on large projects; teaching experience; experience interacting with federal agencies; research experience in the arid southwest; research experience on federally managed land; familiarity with contracted research, deliverables and budgets; and demonstrated ability to work collaboratively on projects both as a leader and a team member.

**Desired Characteristics:** Candidate should also address how they meet the following:
- Skill and experience in facilitating meetings, discussions, and recording of outcomes or pending actions;
- Excellent writing, communication, organizational, interpersonal, and computer skills;
- Experience in building, strengthening, and sustaining collaborative relationships among diverse stakeholder groups;
- Experience writing proposals for externally funded research projects;
- Demonstrated ability to analyze situations, data trends, and apply to decision-making and planning;
- Ability to adjust the coordinator’s role (for instance moving from leader to facilitator to team member) based on the involvement with varying agencies, individuals, and teams;
- Demonstrated research record including scholarly publications, grants, and professional activities.

Review of applications will commence immediately and will continue until the position is closed. Salary will be commensurate with qualifications, experience, and local job market.

**Applications:** Application materials must include a (1) current and complete resume, (2) detailed cover letter, and (3) the name, address, telephone, and email address of 3 – 5 professional references. In the cover letter, applicants should fully describe qualifications and experience as they relate to this position, since the initial review will serve to evaluate applicants based on documented, relevant qualifications, and work experience. Materials are to be submitted via on-line application only at [http://hrsearch.unlv.edu](http://hrsearch.unlv.edu). For assistance with UNLV’s on-line applicant portal, contact XXXXXXX or email [hrsearch@ccmail.nevada.edu](mailto:hrsearch@ccmail.nevada.edu). For more information, see [http://unlv.edu](http://unlv.edu) or the Public Lands Institute website at [http://publiclands/unlv.edu](http://publiclands/unlv.edu). For any other information or questions, please contact XXXXXXX, Executive Assistant to the Associate Vice President for Research and Outreach.