Job Title: Project Coordinator (Job #: 1600006)  
Agency: Purdue University – Dept. of Forestry & Natural Resources  
Closing Date: March 1, 2016  
Start Date: May 1, 2016  
Duration: Permanent  
Compensation: $40,000 - $45,000/year plus benefits

The Department of Forestry and Natural Resources at Purdue University in West Lafayette, Indiana, is seeking applicants for a project coordinator for the Hardwood Ecosystem Experiment (HEE; www.heeforeststudy.org), a large multidisciplinary research project examining the relationship of silvicultural practices to changes in plant and animal species within forests across Indiana. This individual will coordinate all research, extension and teaching activities related to the HEE.

**Responsibilities:**
The successful candidate will facilitate collaboration between researchers from Purdue, Indiana State, Ball State and other universities, and local land managers for the State of Indiana. Regular communication via emails, meetings and/or biannual newsletters is expected to update investigators and managers on progress and success of field work; to make judgments as to the suitability of the particular field sites for research activities; and to coordinate field activities with land managers on state forests properties. The incumbent will be expected to hire and remotely supervise field technicians and a field research coordinator, oversee implementation of field protocols for sampling of forest vegetation and fauna, and provide oversight for quality analysis/control associated with collection of field data. This position is also responsible for coordinating field crew logistics, including hiring, housing and transportation. The incumbent will work closely with researchers in organizing and archiving tabular and geospatial data into searchable geodatabases. The Project Coordinator will also assist in analysis of data to create annual progress and outreach materials, organize and/or participate in department-sponsored extension activities, and assist researchers by assembling results into publishable manuscripts.

The position will be based at Purdue University’s West Lafayette campus, while the HEE field sites are located near Bloomington, Indiana. Therefore, the position will require travel between campus and the field throughout the year; the amount of travel substantially depending on field needs. The individual will occasionally be expected to collect field data in adverse environmental conditions typical of southern Indiana.

**Qualifications:**

**Required**
- B.S. in Forestry or a closely related field
- Two years ecological research project work experience (i.e., planning, coordinating, and executing field-based, scientific research projects)
- Strong oral and written communication skills
- Strong organizational and time management skills
- Ability to work independently and contribute to a team environment
- Valid driver’s license with a good driving record

**Preferred**
- M.S. in Forestry or closely related field
- Working knowledge of general silvicultural operations, forest inventory techniques and wildlife sampling techniques
- Supervisory experience of both individuals and teams
- Demonstrated technical and scientific writing (i.e., management planes, reports or manuscripts)
To apply, please visit the Purdue Careers website (www.purdue.edu/careers) and search for Posting Number 1600006. With your online application, please submit 1) a cover letter, including the names and contact information for three references, and 2) a resume or curriculum vitae. Questions may be directed to:

Mike Saunders
Associate Professor of Hardwood Silviculture
msaunder@purdue.edu
Phone: 765-430-1440

The successful applicant(s) will be subjected to a comprehensive background check managed by Purdue University’s Human Resources department. The final hire is contingent upon clearance of this background check.

*Purdue University is an equal opportunity/equal access/affirmative action employer, fully committed to achieving a diverse workforce.*