POSITION ANNOUNCEMENT

REU Program Coordinator
Zoo Miami – Florida International University

Program Dates: May 24 – August 1, 2020
Location: Miami, FL

We are recruiting a Program Coordinator for a Research Experiences for Undergraduates (REU) program in conservation science hosted by Zoo Miami and Florida International University (FIU) in Miami, FL. This program supports training for 10 undergraduate students over 10 weeks, with emphasis on students from underrepresented backgrounds in the sciences. Under the guidance of conservation biologists, wildlife veterinarians, and education researchers at Zoo Miami and FIU, students will conduct closely mentored but independent projects in field-based conservation, conservation education, and management of captive animal populations. More information on the program can be found at: https://www.zoomiami.org/reu_program.

The REU Program Coordinator will be responsible for helping to manage information about the program, orientation activities for students and mentors, and enrichment activities for students during the program. The REU Program Coordinator will ensure students submit weekly status reports and will assist students with data management and basic analysis, where needed. The REU Program Coordinator will help with program logistics, including transportation of students between FIU and Zoo Miami and planning of field trips to selected areas in South Florida. The REU Program Coordinator will assist with design and implementation of program assessments to capture feedback from students and mentors towards the end of the program.

The REU Program Coordinator is a 3-month, part-time, paid position. For FIU graduate students, compensation will be made through a summer Graduate Assistantship (GA). Non-FIU graduate students are also welcome to apply and will be compensated through other mechanisms.

Qualifications of REU Program Coordinator:
• Master’s or PhD in environmental conservation-related field (Ecology, Biology, Geography, etc.). Students who are currently enrolled in a graduate program are also welcome to apply.
• Valid U.S. driver’s license and ability to drive a 15-passenger van.
• Knowledge of basic field and lab safety.
• Knowledge of research project design, data management and analysis, and scientific writing.
• Experience with mentoring students in an academic, research, or camp setting.

To apply:
Interested and qualified candidates should submit as a single PDF: (1) cover letter expressing interest in the position; (2) current CV; (3) a summary of previous teaching, mentoring, or coordination experiences in an academic setting; and (4) names and contact information for 3 references. References will be contacted for short-listed candidates only.

Send application materials by email to Dr. Elizabeth Anderson (epanders@fiu.edu), with the subject line REU Coordinator position. Applications received by March 1, 2020 will receive full consideration.