Position Announcement:
Monarch Joint Venture (MJV)
User Interface and Data Manager

Time frame: March 2017 – March 2018 (with possible renewal) (Start date is flexible)
Salary: $55,000-$62,400 (commensurate with experience) with benefits (Full-time)
Housed at the University of Minnesota (St. Paul)

Position Summary:
The MJV User Interface and Data Manager is an exciting, new position with a collaborative conservation Joint Venture. The person in this position will help to build and implement a national monarch monitoring framework that will engage a broad constituency, including citizen scientists. The person in this position will enhance the MJV's reputation and standing as the leading science-based monarch conservation organization.

This position requires a good understanding of the MJV's mission and the ability to build a technological infrastructure to support data collection and management related to MJV monitoring activities. There is extensive contact with others within and outside the organization and partnership, in person, by telephone, and through email. The work requires initiative, flexibility, and attention to detail. It is essential that the staff member in this position is able to prioritize tasks and work in a team environment.

Primary Duties:
- Learn and understand data management system and tasks entailed in monitoring monarchs enough to facilitate set-up, testing, and recommended revisions of media and methodology.
- Work with USFWS, USGS and other partners to build and de-bug online user-interfaces and databases that can accept and compile citizen science collected data through a GIS-linked application and via a desktop program.
- Work with a monitoring coordinator and USFWS staff to upload sampling unit locations in a GIS for use with linked application (PAD, phone or GPS) in the field.
- Monitor submitted data to ensure quality of submissions. Work with monitoring coordinator or directly with data collectors to rectify errors when identified.
- Routinely back up data.
- Based on participant feedback, iteratively update user-interfaces to streamline and improve user experience during and after the field season:
  - Develop a survey to be administered at the end of the field season to evaluate the effectiveness of: 1) online user platform and 2) technological support, and to 3) additionally gather recommendations for improvements.
  - Based on participant survey feedback, write a report consolidating participant survey feedback and recommendations.
- Provide collected data to analysts in requested formats.
- Responsibilities may extend to national and international forums, including participating in development of: 1) guidelines for data sharing, 2)

recommendations for creating a centralized database that can meet national and tri-national needs for housing and sharing data, and 3) a plan to disseminate survey site locations through an online platform. The successful applicant will assist in identifying and coordinating appropriate parties to participate in these discussions.
- Disseminate technical information to partners, other agencies and organizations, and the general public.
- Provide technical assistance to agencies and organizations concerning issues related to data submission for monarch monitoring.
- Maintain frequent contact with partners and various organizations in a professional manner.
- Other duties as assigned.

Qualifications Summary:
The ideal candidate will be a GIS professional with experience in mobile mapping solutions, ESRI's ArcGIS Online, database management and programming (Visual Basic, Python, etc.) Relevant experience working successfully on large-scale monitoring or other data collection initiatives preferred.

Required Qualifications:
- Undergraduate degree or higher from an accredited college or university with a strong background in GIS and database management or related disciplines appropriate to the position
- Strong quantitative background
- Demonstrated communication skills, including oral presentation, writing, and ability to use appropriate communication technologies with a variety of audiences
- Self-motivated with demonstrated ability to work independently under general guidance from and regular communication with the MJV Science Coordinator and other staff.
- Demonstrated ability to keep track of multiple projects and activities
- Strong interpersonal skills with ability to work in organizational partnerships in a collaborative and advisory capacity
- Willingness to travel frequently

Preferred Qualifications:
- Expertise in ESRI's ArcMap and ArcGIS Pro desktop applications, Survey123 and Collector mobile applications and managing users, groups, feature services and corresponding data in ArcGIS Online.
- Expertise in Access and Excel. Proficiency in R preferred.
- Experience with web design/programming preferred

The job application will be available through the University of Minnesota (https://humanresources.umn.edu/jobs), but is not currently listed. To be notified when the positions are listed on the U of MN website and applications will be accepted, please contact Wendy Caldwell, MJV Coordinator (maczi001@umn.edu).