

**FISHERMEN AND SCIENTISTS RESEARCH SOCIETY  
ASSISTANT DATA ANALYST**

**Job Description**

The Assistant Data Analyst is responsible for maintaining the Society's Lobster Recruitment Project and Commercial Trap Sampling Project databases, including collecting data from members, quality assurance of data, data entry, analyzing data and developing, producing, and distributing standard data products, and report preparation. The Employee will perform the following duties under the direction of the Research Biologist.

1. Collect data from fishermen and review it for quality assurance.
2. Enter all the data from project participants.
3. Analyze the data.
4. Produce data products for use by the FSRS scientists and fishermen, including individual reports for each fisherman participating in the projects.
5. Prepare a final report.
6. Participate in Society meetings and workshops as deemed necessary.
7. Assist in the promotion of communication within the Society.
8. Assist in the preparation of material for the newsletters.
9. Other duties as assigned by the Research Biologist.

**Qualifications**

- Experience using databases/spreadsheets, in particular Access and Excel.
- Competency with Word.
- Strong written and verbal communication skills.
- Initiative and motivation.
- Able to work independently.
- Organized.
- Able to keep accurate and detailed documentation of work.
- Field of Study – Marine Biology, Computer Science or Math and Statistics preferred.
- Familiarity with fisheries research and the fishing industry an asset.

**Work Term Information**

Employer:	Fishermen and Scientists Research Society
Location:	Argo Building, Bedford Institute of Oceanography, Dartmouth, NS
Period of Work Term:	May 24 – August 26, 2011
Rate of Pay:	\$450/week + 4% vacation pay
Hours of Work:	37.5 hours/week

**Application Process**

Send resume and cover letter with three references to:

Patty King, General Manager  
Fishermen and Scientists Research Society  
PO Box 25125  
Halifax, NS B3M 4H4  
Fax: 902-876-1320  
E-mail: [pmdservices@eastlink.ca](mailto:pmdservices@eastlink.ca)

Deadline: Applications must be received by 5:00 pm April 8, 2011