

**2018 Indiana State Dept. of Agriculture, Division of Soil Conservation, INfield Advantage Intern – SUMMER
Job Description 12/6/17**

I. Duties:

Incumbent serves as a support technician to ISDA Division of Soil Conservation (ISDA-DSC) staff based in the Indianapolis state office and field office locations throughout the state by providing soil and water resource-related technical assistance to sustain the ISDA – DSC mission of helping landowners improve soil health and water quality. The assistance consists of working with the INfield Advantage program (for more information - <http://www.infieldadvantage.org/>) collecting local data and preparing it for analysis and future use with corn growers interested in enhancing their fertilizer use with the ultimate goal of protecting and enhancing the quality of soil and water and other natural resources. In addition to collaborating with ISDA staff, the incumbent may work cooperatively with conservation partners to complete job assignments.

Some specific projects may include:

- Working with ISDA staff and conservation partners to collect field specific nutrient management information from commodity growers interested in participating in the program.
- Managing database of GIS field boundary shapefiles and attributes to enroll fields within the INField Advantage – Adaptive Nutrient Management Project (Introductory knowledge of GIS required, specific skills can be taught)
- State Fair related projects as assigned
- Other projects as assigned

II. Knowledge Required by Position:

- In progress of at minimum a Bachelor of Science Degree from an accredited university or college in physical or earth sciences, natural resources, biology, or agriculture
- Geographic Information Systems, namely ESRI/ArcMap software
- Agricultural knowledge – in particular, the use of fertilizers to produce corn
- Knowledge of soil and water conservation theories, principles, techniques, and practices, with knowledge in the design, application, installation, and maintenance of those practices
- Ability to maintain a valid driver's license
- Knowledge of the Microsoft Office suite, namely Excel
- Works well with others on a team
- Works independently when necessary to complete job assignments

III. Difficulty of Work:

Incumbent is responsible for achieving work assignments, scheduling and setting work priorities, interpreting and applying agency policy and guidelines, and performing all duties in an accurate, ethical, and courteous manner. Incumbent may work for extended periods without direct supervision.

IV. Personal Work Relationships:

Incumbent is in frequent contact with ISDA employees, employees of other agencies, and occasionally interacts with land users and the general public while completing job assignments.

V. Physical Effort and Work Environment:

Incumbent must work in an office environment which may involve shared workspace. Incumbent is expected to utilize office technology to efficiently perform assigned work. Incumbent may occasionally work outdoors under all types of weather and terrain conditions while carrying measuring equipment. Some travel throughout the state may be required to fulfill job assignments.

VI. Span of Control:

Incumbent is responsible to the Director of the Division of Soil Conservation. Incumbent does not supervise others.

For Questions, contact Leah Harmon, 317-607-4127, lharmon2@isda.in.gov

Send Cover Letter, Resume, and Three References to Leah Harmon lharmon2@isda.in.gov

Deadline to apply: January 5, 2018 at 11:59 pm