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# Example of Survey Assistant Job Description

Our company is looking for a survey assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for survey assistant

* Reduce, verify, and disseminate collected field data
* Oversee installation, operation and maintenance of multi-parameter water quality monitoring instrumentation
* Remain up to date on changes and additions to data collection procedures, new equipment and techniques, and other advances in the field of hydrology
* Other related duties as needed to ensure success with research projects
* Reduces electronic field notes in the computer network and extracts electronic data for field use
* Drive United States Forest Service (USFS) and/or Motor Pool vehicles to and from field sites
* Ground transects on steep terrain along roads and through forest patches searching for red tree vole nests in trees
* Climb trees to tree vole nests
* Collect data using tablet and ArcPad software
* Perform complex data analyses using SAS, R, Python or other statistical software packages

## Qualifications for survey assistant

* Translating documents Spanish to English and English to Spanish
* Must have Spanish fluency
* Strong interest in survey methodology and qualitative research
* Ability to get a public trust clearance
* Comfortable with speaking to people on the phone
* Experience in quantitative data analysis preferred