



# Example of Field Assistant Job Description

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Our company is looking for a field assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for field assistant

- May provide emergency communications services between military personnel and their families, including information and referral, and other related services
- May assist in the recruitment and training of volunteers working in an administrative or programmatic capacity
- Plan and coordinate marketing communications for product launches, marketing projects, and ongoing product/services support
- Equipment maintenance and calibration
- Operate machinery (tractors, sprayers, combines) as needed for land preparation, planting, plot maintenance and harvest
- Operate and adjust GPS system while planting to achieve best performance and row spacing
- Operate irrigation systems and ensure they are applying the correct amounts of water
- Assist manager with outlying research site planning
- Assist with data collection and become familiar with data collection tools including iPad
- Supervisor seasonal labor as needed and ensure crews are working safely

## Qualifications for field assistant

- Must be able to work Monday - Friday on an on-call basis

- If transporting employees, must have a valid drivers license and demonstrate good driving skills
- Interested in new residential construction
- Years of office/clerical experience or equivalent