

COMPANY
The Coteau Properties Company
204 County Road 15
Beulah, ND 58523

LOCATION
Freedom Mine

DEPARTMENT
Environmental

JOB TITLE: **Co-op** Environmental Assistant

SALARY:

TITLE OF IMMEDIATE SUPERVISOR: Environmental Specialist

CO-OP TERM: May, 2009 through August, 2009

JOB SUMMARY:

This person assists the Environmental Manager and Environmental Department in performing a variety of data collection and data summary tasks on undisturbed land and reclaimed areas. This person also performs basic duties for various projects as assigned.

JOB DUTIES

- * Assist in compiling data from reclaimed lands for bond-release applications.
- * Assist in development of vegetation success standards.
- * Wildlife monitoring, including waterfowl and songbird counts.
- * Collect data on rangeland, woodlands, wetlands and cropland. This will include, but not be limited to, compiling species lists, condition and production sampling, and water quality sampling.
- * Summarize field data collected from various projects.

EDUCATIONAL REQUIREMENTS

Completion of one year towards a Bachelor's degree in Natural Resources Management or related field with an emphasis on vegetation and soils.

EXPERIENCE REQUIRED

None

SCOPE OF JOB

This person participates as a member of an environmental crew, assisting with field surveys, input and summary of data, assisting the development of vegetation success standards and basic environmental tasks. One must also possess the ability to work on projects with minimum direct supervision.

SPECIAL SKILLS OR ABILITIES REQUIRED FOR JOB

Solid technical background, literate in Microsoft Word and Excel, creative and a good team player.

ADDITIONAL COMMENTS

This person must interact well with other members of the environmental department and personnel from other departments. Background knowledge of wildlife and plant identification is desirable. A desire to learn is a must.

Applications/resumes accepted through February 11, 2009

For more information, contact Bill Suter at 701-873-2281