***The Smithsonian Environmental Research Center/***

***National Ballast Information Clearinghouse***

**Data Manager IS 5 (starting salary $34,759 per annum plus benefits)**

**To manage data as part of National Ballast Information Clearinghouse**

**Non-federal position. Applications received by 1 April 2015 will receive full consideration**.

**Position is open until filled.**

**Equal Opportunity Employer: Diversity of applicants is encouraged**

The National Ballast Information Clearinghouse (NBIC) seeks a Data Manager who will perform quality control tasks on ballast water data (e.g., data proofing, standardizing data fields and formats, identification and removal of duplicate reporting records). The Data Manager will help populate NBIC relational databases with ballast water reporting and shipping data; he/she will communicate (via email) with commercial ship operators regarding mandatory ballast water report submissions to the NBIC. Under current federal regulations, ships with ballast water tanks are required to submit ballast water reporting forms to the NBIC upon arrival to any US port. This position requires extreme attention to detail and the ability to focus on one task without disruption. The incumbent will work closely with NBIC’s Database Manager to ensure integrity of the NBIC database. The incumbent must be organized, familiar with creating and updating protocols, and able to multi-task efficiently and effectively.

**Desired Qualifications and Experience:**

* Bachelor’s degree or equivalent professional experience in biological, social, physical, or computer science.
* Strong written and oral communications with demonstrated ability to work as a team member.
* Demonstrated initiative and independence.
* Knowledge of data management and analysis (e.g., database and/or spreadsheet analyses).

Based at the Smithsonian Environmental Research Center (SERC) in Edgewater, MD, 26 miles east of Washington DC and 7 miles south of Annapolis, SERC is a laboratory and office complex on 2,650 acres of land on the western shoreline of Chesapeake Bay. The National Ballast Information Clearinghouse is a joint program of [SERC](http://www.serc.si.edu/) and the [United States Coast Guard](http://www.uscg.mil/hq/cg5/cg522/cg5224/bwm.asp) that collects, analyzes, and interprets data on the ballast water management practices of commercial ships that operate in the waters of the United States. The principal aims of NBIC are to quantify the amounts and origins of ballast water discharged in US coastal systems and to determine the degree to which such water has undergone open-ocean exchange or alternative treatments designed to reduce the likelihood of ballast-mediated invasions by exotic species. NBIC was established in 1997 at the direction of the [National Invasive Species Act of 1996 (NISA)](http://www.nemw.org/nisa_summary.htm).

**Applicants must:**

1. Submit application by 1 April 2015 for full consideration. Applications can be submitted via:

Email: falsonel@si.edu **or**

Postal Mail: Laura Falsone (NBIC Data Manager)

Smithsonian Environmental Research Center

PO Box 28, 647 Contees Wharf Road

Edgewater, MD 21037 USA

**2.** Include a photo copy of college transcript and a resume that clearly describes your work experience, education and training as it relates to the duties of the position.

**3.** Include a cover letter that describes how your experience, education and training relate to the Desired Qualifications above.

For additional information about the Smithsonian Environmental Research Center and the National Ballast Information Clearinghouse, please see: [www.serc.si.edu](http://www.serc.si.edu) and http://invasions.si.edu/nbic/