

Oregon Seed Certification Service

**Student Position: Mapping Assistant**

---

Applications are being accepted for a student employee to assist the Extension Seed Certification Staff record field locations on aerial maps, prepare and file inspection materials, and assist the program in other aspects of its work throughout the school year.

**Requirements**

- Conscientious, detail-oriented individual who is able to work both independently and as part of a team.
- Ability to learn township-range-section classification of aerial photography and mapping.
- Ability to learn and use a specific filing system.
- Must be able to readily distinguish one color from another, especially red lines.
- Ability to occasionally lift boxes weighing up to 20 pounds. Accommodations can be made for physical limitations.
- Ability to learn and use PC and Apple Computers with Windows capability.

**Responsibilities**

The person in this position will assist the Seed Certification staff by helping to record field locations on aerial maps, prepare and file inspection materials, and assist the program in other aspects of its work.

This is primarily an indoor position that supports the work of the field staff; occasional but limited work may be involved outside the office. Responsibilities include:

- Identify and record field locations on aerial maps, utilizing the township-range-section classification system.
- Prepare and file copies of individual field worksheets, maps, and other critical documents.
- Preparing and file seed samples for storage.
- Organize and stack boxes of tags and other supplies.
- Occasionally assist with plot or greenhouse work.
- Assist the Seed Certification staff as needed.

**When**

- Weekdays, scheduled around classes between 8:00 a.m. and 5:00 p.m., throughout the school year.
- 10 or more hours per week, depending on workload.

**Rate of Pay:** \$8.50 per hour starting rate.

**Application Procedure**

- Complete an application available at the Seed Certification office, 31 Crop Science Bldg.
- Hand write a brief narrative explaining your interest in the position and why you are qualified.
- **All materials must be submitted by 5:00 p.m. on Friday May 16, 2008.**

**For Further Information, contact:**

Seed Certification  
31 Crop Science Building  
Corvallis, OR 97331  
Phone: 541-737-4513