



## Job Description – Data Assistant

<b>Job Title:</b>	Data Assistant
<b>Department:</b>	Operations
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Operations Data Manager
<b>Date:</b>	March 2025

### **Position Purpose**

The International Association of Antarctica Tour Operators (IAATO) is seeking a Data Assistant. This position will support the Operations Data Manager in managing IAATO's most valuable asset, the mainframe Database and the data it holds, a crucial component of IAATO's daily operations.

At the direction of the Operations Data Manager this person will work with all IAATO departments to organize and maintain critical information, helping to ensure that all decision making within the organization is based on accurate and up to date information.

The data assistant will work under the direction of the Operations Data Manager in testing new aspects and improvements of the IAATO mainframe database. Additionally, this person will perform data entry of historical information to extend the IAATO data set.

In addition, the Data Assistant works with the Environmental Resource Management Coordinator to collect data from IAATO's Site Stewardship Program and V-CAPS (Voluntary Cetacean and Pinniped Sighting Program), organizing and presenting this data for members.

This is a remote full-time position based in GMT+5 time zone. This position may require both domestic and international travel to meetings as required (no more than 5-10% annually).

### **Essential Duties and Responsibilities**

- Reports to the Operations Data Manager
- Works closely with the Environmental Resource Coordinator
- Assists with Database Testing
- Responsible for Data Entry of legacy data, including legacy vessel and Deep Field Post-Visit Reports (PVRs)
- Monitor and action Data Requests, including the collation of data reports
- Data entry, organization, and summaries for internal IAATO programs
- Assists in further evolution of Site Stewardship and V-CaPS programs
- Additional data tasks/projects as required

### **Other Duties**

- Maintain positive relationships with IAATO members and outside stakeholders/vendors
- Attend organization meetings as appropriate



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- International and domestic travel may be required no more than 5-10% of the year
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### **Technical Skills and Experience**

In addition to being a motivated self-starter with excellent English written and oral communication and strong interpersonal skills, the ideal candidate will be:

- Ability to self-motivate and work without constant supervision or direction
- Ability to manage multiple deliverables on varying timelines
- Experience with data, database and/or data analysis
- Ability to work with large datasets
- Proficient with software, including MS Office, MS Excel, web-based skills and database navigation.
- Ability to work remotely

### **Desired Skills:**

- GIS and spatial analysis
- Knowledge of Antarctica and/or marine mammals

### **Education/Certifications/Licensure**

- Minimum 2 years' experience
- Associate's or Bachelor's degree preferred, but not essential

### **Language Skills**

- Languages other than English are a benefit but not necessary.
- Fluent in written and spoken English

### **Physical Demands**

The physical demands and environmental factors described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee will sit for long periods of time, and may use repetitive wrist and hand motions involved in sorting and handling documents. The employee is regularly required to reach, with hands and arms. Specific vision abilities required by this job include close vision and color vision. Employee will have close visual contact with a computer monitor constantly.

### **Acknowledgment**

*I have reviewed the Job Description for the position of Data Assistant. I have read and understand the duties and responsibilities and other aspects of the Job Description. I further understand that this Job Description will form the basis for the periodic evaluation of my performance. I acknowledge that my employment with the Company is on an "at will" basis which means that either I or the Company can end the employment relationship at any time, for any reason, with or without prior notice. It is understood that this Job Description is a summary of the primary responsibilities of my position. It is not intended to be a complete and total description of each duty and responsibility of the position as may be necessary. It is understood that the Company retains the right to change this Job Description at any time, for any reason, at its sole discretion.*



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**Signature:**

**EMPLOYEE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_