



Arkansas Game and Fish Commission Employment Job Posting

AGFC University Outreach Coordinator - **AGFC Extra Help**

POSITION NO: 22095800

POSTING INFORMATION:

Advertisement Opens: Aug. 14, 2026

Advertisement Closes: Sept. 3, 2026

Full Time: No

Salary: \$19.19 - \$19.19 Hourly

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a high school diploma, plus two years of field experience in wildlife or fisheries management or forestry or land management, or a related area.

OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.

Preferred Education and/or Experience:

- Must be enrolled as a full-time student (minimum of 12 credit hours) at Arkansas Tech University for the 2026-2027 academic year.
- Must be at a Sophomore level at the beginning of the Fall 2026 semester.
- Must be in good academic standing

Knowledge, Abilities, and Skills:

Knowledge of the procedures and methods used in documenting wildlife investigations

- Knowledge of the equipment and techniques used to maintain buildings, grounds and equipment
- Knowledge of fish propagation, harvesting, cultivation, and maintenance activities
- Knowledge of tissue and blood sampling techniques used in collection research
- Knowledge of agricultural methods and basic land laws
- Knowledge of timber marking, land surveying, and other related forestry techniques
- Ability to collect samples of wildlife, perform fish hatchery, prepare reports, maintain files, and present oral and written information
- Ability to operate and maintain wildlife equipment

Preferred Knowledge, Abilities, and Skills:

- Demonstrated knowledge of wildlife management, hunting, fishing, and/or shooting sports.
- Excellent interpersonal skills and experience working with multiple stakeholder groups.
- Excellent communication skills, both verbal and written.
- Proficient with Microsoft applications and Google Drive.
- Must be a self-starter with the ability to work independently with minimum supervision and guidance.
- Must have demonstrated leadership skills, possess excellent organizational skills, and work well as a team member.
- Must be willing to work some weekends and evenings.

POSTING DETAILS:

Position Location:

City: Russellville

Office: Russellville Regional Office and On Campus

Division: Education

Job Summary:

The Arkansas Game and Fish Commission (AGFC) University Outreach Coordinator (Biological Technician I) is responsible for forest and fish propagation, fire prevention, cultivation, and harvesting activities and/or maintaining a wildlife or fisheries management area. This position is governed by state and federal laws and agency policy

Typical Functions:

- Inspects forest lands for damage by insects or disease, assists in implementing plans or recommendations for control measures, and prepares plans for site preparation or improvement of planting, harvesting, marketing, or wildlife use.
- Conducts or assists in researching collected samples, such as fish, blood, water, soil, and plant species, and examines animals and specimens to detect diseases or other problems.
- Conducts agricultural and forest management activities on wildlife management areas, including preparing seed beds and plant foods; selects and marks trees for thinning and/or logging utilizing soil erosion control measures and maintains waterways, dams, and ponds.
- Monitors and inspects public and private wildlife to ensure compliance with state regulations and trains various personnel in activities, such as fire safety, accident prevention, and maintenance and calibration of scientific and technical equipment.
- Gathers, provides, and presents general and forestry educational information and training to various federal, state, local health officers, community organizations, and the general public.
- Provides technical support and services for scientists and engineers working in fields such as agriculture, environmental science, resource management, and biology.
- Assists in conducting fish and game propagation and maintenance activities, including monitoring of spawning, hatching, incubation, sexing, and feeding.
- Prepares reports pertaining to wildlife findings, conclusions, and recommendations.
- Cleans, maintains, prepares, and supplies work areas.
- Performs other duties as assigned.

Specific Duties and Responsibilities:

- Set up an informational table/booth/presentation for a minimum of one outreach event hosted on campus to promote scheduled programs and recruit student participants
- Must become certified as an AGFC Volunteer Hunter Education Instructor during the time of employment.
- Utilize social media platforms, email campaigns, and other marketing tactics to promote each scheduled event twice before each event date
- Utilize social media platforms, email campaigns, and other marketing tactics to highlight the successes of completed events with photographic documentation within a week of each completed event.
- Work with college faculty and NGO partners to plan, host, and evaluate program events.
- Attend at least two Community Conservation Leadership Committee meetings.

Certificates, Licenses, or Registrations:

Must have a valid driver's license

Special Job Dimensions:

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Other Specific Information:

This position is only open to full-time students enrolled at Arkansas Tech University for the 2026-2027 academic year. The Arkansas Game and Fish Commission (AGFC) in partnership with Arkansas Tech University, is seeking qualified candidates for a part-time University Outreach Coordinator Intern at Tech. The University Outreach Coordinator Intern will work with AR Tech college faculty, AGFC Education staff, and non-government partners to develop, implement, and evaluate recruitment, retention, and reactivation programs aimed at college students. This position will assist in coordinated programs to introduce Tech students with an interest in the outdoors to outdoor recreation activities.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.