

Trial Data Specialist

Job Overview:

This position will collect and process data for Total Acre trials. Additionally, you will process data uploaded by all growers in the Total Acre network. In this position you will be in daily contact with growers and co-workers via email, phone, and video conferencing during business hours. While some of your work will involve external software tools, a large portion will be on our proprietary software, the Yield Management System (YMS).

Essential Functions:

Below is a list of current expectations of this position, but the position may change over time as our needs change.

- Reach out to growers (via phone and email) to collect trial data and process in YMS
- Build and maintain trial protocols in YMS
- Manage incoming emails and phone calls related to trial and data matters for Total Acre growers
- Maintain trial files and folders in Dropbox
- Assist Manager with protocol document development
- Assist Manager in developing and improving grower education content related to conducting trials
- Maintain reference tables in YMS for products and hybrids
- Provide in-person support for end-of-year meetings and Grower Clinic
- Process data submitted by all Total Acre growers in YMS

Required Competencies:

To perform this job well, the following skills/capabilities are important:

- High importance on integrity and trustworthiness
- Highly detail-oriented
- Customer service mindset
- Problem solving & critical thinking
- Self-directed and disciplined (specific ability to work from home productively)
- Capable of multi-tasking
- Curious and energetic, eager to tackle projects and ask for more work as needed

Supervisory Responsibility:

No responsibility at this time.

Work Environment:

This position will be remote (work-from-home) and requires someone who has the ability and set-up to work remotely. Compensation will be provided for use of internet and phone, and laptop and other needed equipment will be provided for you.

Classification/Expected Hours of Employment:

This position is a full-time position and is exempt from minimum wage and overtime pay requirements under federal and all applicable state and local laws. Days and hours of work are based on needs of customers.

Travel:

This position requires occasional travel, not to exceed 20%.

Required Education and Experience:

- Bachelor's Degree in business, analytics, agriculture, or related field. Three-plus years of experience in agricultural data management may be considered in lieu of education.
- Intermediate computer skill, including email, web browser (Chrome), Microsoft Office/Google G Suite tools (specifically Excel/Sheets)
- Excellent written and verbal communication skills, specific ability to communicate effectively with those in the agriculture industry
- Experience in row crop agriculture, either on-farm or classroom

Company Overview:

Dowdy Crop Innovations (DCI) is the company behind [Total Acre](#), a crop consulting and technology company found in 2018. We work with 500+ of the country's best growers, across several regional camp locations. Please send email enquiries and/or resumes to rsiever@totalacre.com.

Disclaimer:

This job description is not intended to be a comprehensive list of the duties and responsibilities of the position and the duties and responsibilities may change without notice.