



**MUSEUM of
NORTHERN
ARIZONA**

Celebrating the Colorado Plateau

Title: Springs Stewardship Institute Intern
Department: Ecology and Conservation
Status: Part-time Temporary, project-specific
Supervisor: Jeri Ledbetter

Position Description:

This position requires a hard-working, motivated individual with excellent computer skills and an interest in resource management and springs and related biota. Work for this position will be involve field work as well as computer tasks. The candidate should be passionate about natural resources, and comfortable working with invertebrate specimens. The ideal candidate will be able to work independently, but not be afraid to ask questions or express concerns.

Major Tasks and Responsibilities:

Responsibilities will include (but are not limited to):

- Assist with data entry and springs information management
- Volunteer coordination
- Collection of field data during springs inventories
- Communication with current and potential collaborators
- Some basic office organizational tasks

Education and Experience Requirements:

- Students pursuing a degree in a natural-science related field, or data management with a strong interest in natural resources
- Experience with MS Office suite of products
- Must be between 16 and 25 years old

Abilities, Skill, and Knowledge:

- Excellent written and verbal communication skills
- Well-organized and detail-oriented
- Possession of a strong work ethic and the ability to work independently and problem solve

Working Schedule and Conditions:

- Much of the work will involve a variety of data entry and management tasks
- Field work will be required, and will involve hikes with a pack, and camping for days at a time
- Minimum of 29 hours per week, but may be as much as 40 hours
- Work will begin as soon as a suitable applicant is found but will be temporary

Compensation:

- The Springs Stewardship Institute intern will be paid \$12.00/hour.



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How to Apply:

Send cover letter and resume to employment@musnaz.org. Please indicate in your cover letter the position you are applying for.

Job offer contingent on satisfactorily passing a criminal background check.