



Title: Administrative Assistant for Ecology

Department: Ecology and Conservation

Status: Non Exempt, Part-time, Hourly, Temporary, Project-Specific

Supervisor: Jeri Ledbetter – Springs Stewardship Institute Program Manager

A National Medal winner, the Museum of Northern Arizona (MNA) has been celebrating the Colorado Plateau's natural and cultural heritage since 1928. Our 200-acre research campus includes a Museum showcasing the geology, anthropology and art of the region as well as state of the art research and collections facilities. MNA's renowned and award-winning Heritage Festivals of Arts & Culture (Zuni, Hopi, Navajo, and Celebraciones) draw thousands of national and international visitors. The Museum works in collaboration with native peoples of the region to protect and foster their cultures, traditions, and beliefs by encouraging artistic expression and supporting, empowering, and educating visitors about their art and culture.

Background: The Ecology and Conservation research department conducts research on the ecosystems, flora, and fauna of the Colorado Plateau. The Springs Stewardship Institute (SSI) is a global initiative of the Museum of Northern Arizona. SSI was established to improve our understanding of springs ecology, to educate the public and resource managers about the importance of springs stewardship, and to partner with other organizations, agencies, tribes, and researchers who are working to protect these important and highly threatened ecosystems.

Position Description:

This position requires a hard-working, motivated individual with excellent computer and organizational skills; experience with bookkeeping and information management; database design, programming, and management; and an interest in resource management, ecosystem ecology, and biological sciences for an administrative assistant position. We are looking for someone who is passionate about natural resources, and comfortable working with invertebrate specimens. The position is primarily office-based, but may occasionally involve fieldwork. The ideal candidate would have experience with web-based database and application design using MySQL, PHP, HTML, and Javascript. This employee should be able to work independently, but readily seek guidance and look forward to learning new skills. Responsibilities will include (but are not limited to):

- Data entry, information management, and quality control
- Basic bookkeeping, expense tracking, and budgeting
- Database design, development, and management
- Website design
- Development project interim and final reports
- Basic office administrative and organizational tasks
- Volunteer, staff, and subcontractor coordination
- Project planning and logistics
- Invertebrate curation, identification, and databasing
- Proposal research, planning, writing, and submission
- Communication with current and potential collaborators across the desert southwest

Requirements:

- Degree in information management, accounting, natural science, and/or experience in a related field
- Experience with relational database design and management
- Experience with basic bookkeeping, expense tracking, and budgeting
- Excellent written and verbal communication skills
- Well-organized and detail-oriented
- Possession of a strong work ethic and the ability to work independently and solve problems
- At times the position may involve field work, so applicant should be physically fit

Desired Qualifications:

- Experience with web-based database design and programming (MySQL, PHP, HTML, Javascript)
- Experience working with Adobe and GIS software
- Familiar with the Colorado Plateau region
- Understanding of basic accounting practices
- Experience with invertebrate identification and curation

Benefits and Compensation:

- Membership to the Museum of Northern Arizona
- Hourly wage commensurate with experience and project-specific funding
- Experience working with a local non-profit with a global focus
- Experience working with invertebrate identification and curation
- Potential for 40 hours and pay advancement

To Apply:

Please submit a cover letter and resume to employment@musnaz.org. For more information about MNA Ecology, visit <https://musnaz.org/research/ecology-and-conservation/>. For information about SSI, visit <http://springstewardshipinstitute.org/> and our online database at <http://springsdata.org/>.