



MUSEUM of NORTHERN ARIZONA

Celebrating the Colorado Plateau

Title: Springs Stewardship Institute Data Technician

Department: Ecology and Conservation

Status: Part-time Temporary

Supervisor: Larry Stevens

Position Description:

SSI is looking for a hard-working, motivated individual with excellent computer skills and an interest in springs inventory fieldwork to fill a part-time field and lab data technician position. Work for this position will involve both field data collection and data entry at the SSI lab in Flagstaff. We are looking for someone that is passionate about natural resources, and comfortable working with invertebrate and plant 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):

- Data entry and springs information management
- Basic georeferencing, route-finding, and GIS tasks
- Springs inventory and assessment fieldwork in remote areas
- Volunteer coordination
- Some basic office administrative and organizational tasks

Education and Experience Requirements:

- Degree, or working toward a college degree in natural sciences or data management or library sciences with experience or interest in a natural science-related field
- Basic experience with field data collection and data management
- Experience with springs inventory and assessment (desired)
- Experience with or interest in plant identification

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
- At times the position could involve field work, so applicant should be physically fit and have experience hiking in the Southwest in rugged terrain
- Knowledge of water resources, specifically springs and seeps (desired)
- Familiarity with the Colorado Plateau landscape (desired)

Working Conditions:

- Much of the work will be in the field making day trips from a base camp
- After the field season, work will involve data entry and quality control
- Work will begin in late April, 2018, and may continue for 8 months or longer

Benefits:

- Membership to the Museum of Northern Arizona
- Hourly wage commensurate with experience, range from \$12 - \$16/hour



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- Experience working with a local non-profit with a global focus
- Experience working with ArcGIS and relational databases
- Skills and experience with springs inventory and assessment

This position is contingent on satisfactory passing of a background check.

How to apply:

Please submit the following documents to Jill Thomas at employment@musnaz.org.

- Cover letter describing interests and background
- Resume with academic and employer references

Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, ext. 203 to receive additional instructions for application submission.

Application Deadline: Please submit your application materials by 2/28/18.

Position Dates: This job will begin as soon as a suitable applicant is found. The Museum of Northern Arizona is an equal opportunity employer.