



**MUSEUM of
NORTHERN
ARIZONA**

Celebrating the Colorado Plateau

Title: Springs Stewardship Institute Research 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 attention to detail, interest in riparian/wetland botany, macroinvertebrates, and in resource management and groundwater-surface water interactions. This position offers a student to learn about web-based data management systems and GIS. Work for this position will be primarily based in the laboratory, involving computer data entry, springs mapping, and website design and maintenance. This intern will also assist with planning upcoming symposiums, workshops, and other events. The candidate should be passionate about natural resources, and comfortable working with biological 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
- Curation of natural history specimen collections
- Identification and data entry of plant and macroinvertebrate specimens
- Assisting with reports and grant proposals
- Some basic office organizational tasks

Education and Experience Requirements:

- Pursuit of a degree in natural sciences or data management or library sciences with experience or interest in a natural science-related field
- Experience with MS Office suite of products
- Experience with data management and/or GIS is preferred

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 Conditions:

- The majority of the work will involve a variety of data entry and management tasks
- The work schedule is part-time and somewhat flexible
- Work will begin as soon as a suitable applicant is found



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To apply, send a cover letter, resume, and three references to Jill Thomas at employment@musnaz.org.

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.