**Title:** Springs Stewardship Institute Research Intern

**Department:** Ecology and Conservation

**Status:** Part-time temporary, hourly, project-specific

**Supervisor:** Andrea Hazelton

**Position Description:**

SSI seeks to hire an intern for the spring and summer (February through September 2020) to support completion of a project funded by the Bureau of Land Management (BLM) Safford Office. Primary tasks will include data entry, field work, and assisting with the planning and implementation of a 2-day field school for BLM staff and collaborators. The position will be based out of the Colton Research Center on the Museum of Northern Arizona campus, with several multi-day camping trips to conduct springs surveys throughout Arizona.

This position requires a hard-working, motivated individual with strong writing skills, excellent attention to detail, a desire to work outdoors part of the time, and an interest in riparian/wetland botany, macroinvertebrates, resource management and groundwater-surface water interactions. This position offers a student or entry-level worker the opportunity to learn about web-based data management systems, GIS, and the daily workflow of a non-profit organization. This unique opportunity will also allow the intern to expand their knowledge in many realms of natural sciences. Ideal candidates 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
* Identification, data entry and curation of plant and macroinvertebrate specimens
* Assisting with reports and grant proposals
* Basic office organizational tasks

**Education and Experience Requirements:**

* Applicants must be 18-25 years old, and may be a student or recent college graduate
* College degree or major/minor in a natural science field of study
* Experience with MS Office suite of products
* Experience with data management and/or GIS is preferred
* Prior experience camping and working outdoors is preferred

**Abilities, Skill, and Knowledge:**

The ideal candidate will:

* Have strong writing skills, as data entry includes summarizing hand-written field notes and using them to construct complete and coherent site descriptions
* Be well-organized and detail-oriented with excellent communication skills
* Have a strong work ethic and the ability to work independently and problem solve

**Working Conditions:**

* Initially, the majority of the work will involve a variety of data entry and management tasks
* The work schedule when in the office is part-time and somewhat flexible, but limited to the work week between 9 am – 5 pm
* Several field trips will be scheduled between mid-March and the end of September. When in the field, all staff are expected to work (and are paid for) ten-hour days. Trip lengths can range from 2 to 10 days.
* Participation in the field school is mandatory; this event is not yet scheduled but will likely take place in mid-May, in southeastern Arizona.
* Hourly rate is $14 and the position is funded for a total of 400 hours of work. Additional work may become available working on other projects.
* Work will begin as soon as a suitable applicant is found.

**How to apply:**

Please apply by February 7, 2020. Submit the following documents to Jill Thomas at employment@musnaz.org

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

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/>.