



MUSEUM of NORTHERN ARIZONA

Title: Biology Department Intern

Department: Biology/ Ecoogy

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

Supervisor: Andrea Hazelton

Position Description:

SSI seeks to hire an intern for summer 2022 to support completion of several federally-funded projects. Primary tasks will include data entry, field work, and curation of invertebrate and botanical museum specimens. The position will be based out of the Colton Research Center on the Museum of Northern Arizona campus with several 2-15 day camping trips to conduct ecological field work in Arizona, Nevada, Utah, and New Mexico.

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 gain experience with 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 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 may be a student or recent college graduate
- College degree or current major/minor in a natural science field of study
- Experience with MS Office suite of products

Strong preference will be given to candidates who have:

- Prior experience with data management and/or GIS
- Prior experience camping and working outdoors
- Prior experience working with and/or coursework on macroinvertebrate identification
- Prior experience and/ or college coursework in wildlife biology
- Prior experience with biological specimen management

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



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- 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:

- Office 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-May and the end of August. When in the field, all staff are expected to work ten-hour days. Trip lengths can range from 2 to 15 days.
- Hourly rate is \$16 and the candidate may average no more than 29 hours of work per week while employed by the Museum. Some weeks (such as during field work) the work week will be much longer than 29 hours, but the overall average hours worked must remain below 29 per week.
- Work will begin in early May, 2022.

How to apply:

Please apply by March 20, 2022. Submit a resume to Jill Thomas at employment@musnaz.org

For more information about MNA Ecology, visit <https://musnaz.org/collections/our-collections/biology-2/>.