

TITLE: Seed Conservation Intern

DEPARTMENT: Research

STATUS: Part-time, 200 hours (minimum), **\$12.00/hr**, end of February to end of October

REPORTS TO: Director of Research

CLOSE DATE: Open until filled

NUMBER OF POSITIONS: 2

APPLICATION: Please submit a resume with references **and** a letter of interest via e-mail to: Dr. Kristin Haskins, Director of Research, The Arboretum at Flagstaff. Kristin.Haskins@thearb.org by February 16, 2018. Please write Seed Conservation Intern Position in the subject line.

Position Overview:

Assist the Research Botanist and the Director of Research in execution of seed collecting and cleaning activities for The Arboretum at Flagstaff's Research department and the Bureau of Land Management's (BLM) Seeds of Success Program (SOS). SOS is a program coordinated by the BLM to support seed collections from native plant populations to conserve and develop native plant materials for stabilizing, rehabilitating and restoring lands in the United States. Duties include assisting in the field to scout populations, collect seed, conduct surveys, collect and process plant specimens, plant identification, data collection, GPS mapping, preparation of field forms and reports, data entry and labeling of field collections, seed processing, seed testing, and preparation of seeds for storage.

Duties and Responsibilities:

- Under cooperative agreements between The Arboretum and BLM, the seed conservation intern will assist in the execution of the annual program of work for seed conservation, collecting, and developing Native Plant Materials on BLM lands.
- Participates in field collecting and research activities in association with field studies, the seed conservation program, and with personnel from other institutions. Some weekend work will be expected.
- Assists with organization of equipment, and supplies.
- Participates in associated data entry and mapping for field projects. Assists in preparation of reports and other documents for field collections and contract projects for submission to government agencies and contractors.
- Identifies field collections, enters specimen data, and generates specimen labels using interactive computer-based system.
- Coordinates and assists with seed bank curatorial projects as directed.
- Coordinates with staff to assist in supervising volunteers and other summer interns.
- Other duties as assigned.

Qualifications:

- Coursework towards a degree in the biological sciences, environmental sciences or forestry strongly preferred
- Ability to work successfully with others, and work independently with minimal supervision is critical.
- Strong writing and verbal skills, the ability to type, and computer skills (word processing, databases, and simple graphics) are essential.
- Ability to use GPS equipment and read/navigate with topographic maps.
- A working knowledge of basic taxonomic principles and characteristics of major plant families desired; familiarity with Arizona flora preferred
- Valid driver's license required; ability to drive rented vehicles preferred (25+ years old), or possession of a safe, distance-worthy personal vehicle. Mileage will be reimbursed.

Physical demands

- Ability to conduct fieldwork (dry camping included) under a variety of environmental conditions is required. The majority of field work will take place in Arizona and SE Utah in the Mohave Desert area as well as the AZ strip.
- Must have physical strength and endurance sufficient to carry field equipment and supplies and hike over steep, and rugged terrain. Work may include bending and squatting on uneven terrain for extended periods of time.