



SOUTHWESTERN RESEARCH STATION
American Museum of Natural History
P.O. Box 16553
PORTAL, AZ 85632

JOB POSTING

The Southwestern Research Station, located in southeastern Arizona in the small, rural community of Portal, is looking for an Administrative Assistant for its busy front office. We are seeking an outgoing, organized, people person with outstanding multi-tasking skills. Must have a good working knowledge of Microsoft Excel and Word, have work experience in an office environment, and possess good typing skills. Primary responsibilities include scheduling reservations for Groups, Courses, Tours, and Researchers, SWRS advertising, as well as recruiting, arranging arrival/departure dates, and creating work schedules for Intern/Volunteers at the Station. Job requires extensive email correspondence and phone work. Job duties also include assisting with general office duties when the Administrative Manager is out. Applicants should enjoy working primarily in an office, but should be flexible enough to assist in other types of jobs around the Station when needed. This position is full-time and offers insurance, 401K, pension, and other benefits. Housing is not offered.

Please send a resume that includes previous work experience, office skills, and three work related references to Geoff Bender, Acting Director, via email to gbender@amnh.org or to Geoff Bender, Southwestern Research Station, P.O. Box 16553, Portal, Arizona, 85632.

