



Rocky Mountain Biological Laboratory Seeks part-time seasonal Administrative Assistant

RMBL seeks a part-time seasonal **Administrative Assistant**. Reporting to the Director of Operations this person is responsible for assisting the Administration Department with early season tasks (May 20-June 28, 2019) for 20 hours per week. This person will perform basic administrative and clerical functions, as well as complete various tasks around the RMBL campus. Candidates must be a team player with strong interpersonal skills and detail-orientation who are able to work independently and efficiently.

Job Description

The position will fulfill the following functions:

- Copy and distribute cabin binders and handouts to cabins and buildings;
- Prepare student materials prior to their arrival;
- Copy materials addressed to scientists (calendars, handouts);
- Help with the office move to and set up in Gothic;
- Post information on RMBL bulletin boards and meeting rooms;
- Run errands within Gothic, to Crested Butte or Gunnison, as needed;
- Prepare the Staff, Student, and Researcher photo board
- Take photos;
- Assist with linen management;
- Assist with inspecting and cleaning / decluttering cabins before scientist/participant arrival and after scientist/participant departure;
- Inventory cabins and other buildings;
- Assist with various projects within the RMBL town site;
- Assist in front office, as necessary;
- Assist with conferences and group activities, prepare packet materials for events as necessary.

Job Requirements

The following requirements must be met to perform this job:

- Detail-orientation;
- Ability to ski or snowshoe to/from the Gothic townsite as necessary;
- Some lifting of up to 50lbs;
- A current drivers' license;
- Some work on weekends is required.

Salary and Benefits

\$13-\$15 per hour DOE provided. One meal on days worked is available at the Dining Hall, while Dining Hall in Gothic is open. Dining Hall Opens June 7, 2019 with dinner. No housing or other benefits.

Please note: No pets are allowed at RMBL at any time. The RMBL campus is smoke-free, and there is no smoking allowed within the RMBL fenceline.

To Apply

Submit a cover letter, resume via email to admin@rmbbl.org.

Closing date: Open until filled.

Additional information about RMBL can be found at www.rmbbl.org.

RMBL is an Equal Opportunity Employer

The Rocky Mountain Biological Laboratory provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, gender, or sexual orientation.

The Rocky Mountain Biological Laboratory (RMBL), founded in 1928 is an independent, high-altitude biological field station near Crested Butte, Colorado. In a rapidly changing world, RMBL sustains our quality of life by accelerating discoveries about the ecosystems that replenish the world's air, water, and food supply. RMBL provides scientists and students access to diverse habitats, research and education infrastructure, a collaborative and internationally recognized scientific community, and a broad base of knowledge about the ecology of mountain environments. A deeply understood place and supportive research community make it ideal for training the next generation of field scientists.