

The **Coordinator of Research and Education Administration** (a new position) supports the Science Director in administering research and educational activities, with a focus on research administration involving ecology, evolutionary biology, and related fields.

Research administration will involve

- managing research plans
- supporting the research committee
- providing orientation for new PIs
- handling establishment and multi-stakeholder management of research sites
- handling animal care applications and coordination with RMBL's animal care committee
- assisting the Science Director in management of the natural history collections
- assisting the Science Director in management of the Gothic Research Center and equipment therein

RMBL receives research plans Feb. 1 and the Coordinator will work with the research and animal care committees in Feb. and March, with memos of approval sent out in early April. The research community is active from mid-April through mid-September.

The Coordinator will report to the Science Director, assisting in managing stakeholder relationships, including the US Forest Service, CB Land Trust, ranchers, and other landowners, in coordinating research. A critical element of this role will involve serving as a voice for the scientific community in RMBL's operations, strategic planning, and major investments, including IT and buildings. The position will also support implementation of the research and educational elements of RMBL's strategic plan, with a focus on data management, building construction, year-round education, and supporting collaboration research. The position will involve 70% administrative support, 20% research directly related to RMBL's strategic plan (e.g., long-term research, collaborative/synthetic research) worked out in collaboration with the Science Director, and 10% research that establishes a synergy with RMBL research at the direction of the Coordinator. The percent allocation to the three areas is negotiable. This is a permanent position with growth opportunities, including potential involvement in the undergraduate research program.

The Coordinator of Research and Education Administration is a permanent, year-round position and reports to the Science Director. Starting salary will be \$65,000-\$75,000, depending on experience. Summer research support requires onsite presence at the field station 4 days/week during mid-May to mid-September, at least one weekday evening per week, and occasional weekend work, with onsite housing provided at the field station. Winter research support activities are more flexible; working remotely outside the field season would be considered for experienced candidates.

Qualifications: The successful candidate will have a PhD in biology, as well as experience with fieldwork in ecology or evolutionary biology. Applicants should have the ability and willingness to work outside in remote, high elevation environments.

The start date is negotiable. The ideal start date is January 1, 2023. The successful candidate must be able to start by May 1, 2023 at latest.

The job is open until filled. Applications will be considered as soon as received. Applicants should send a CV, letter of interest, and at least 2 names of recommenders to the Science Director at sd@rmbll.org

More information about working at RMBL, including benefits, can be found at: <https://www.rmbll.org/staff-info/>

RMBL is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, political affiliation, or any other status which may be protected by law.