

# Employment & Internships

For the week of:  
June 23, 2008

For questions, contact [Graylynn.Hudson@nau.edu](mailto:Graylynn.Hudson@nau.edu), 523-5191

## Engineering & Natural Sciences

### Conservation Projects Manager

The Nature Conservancy has an opening for a Verde Conservation Projects Manager. In this position, you will coordinate, manage, and advance conservation projects, plans and methods in the Verde watershed. You will also provide technical leadership and support to the Verde River Program. For more information and to apply, visit

[http://careers.nature.org/psp/P89HTNC\\_APP/APPLICANT/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL](http://careers.nature.org/psp/P89HTNC_APP/APPLICANT/HRMS/c/HRS_HRAM.HRS_CE.GBL).

### Office Administrator

Pargo, Inc is seeking a part time office administrator. Duties include taking care of the office, ordering supplies, packing and shipping, making aging and sales calls, typing memos, creating Excel spreadsheets, and making travel arrangements. Required skills and knowledge are as follows:

- Candidates for this position will be multi-task oriented and detail conscious. The right individual will possess initiative and a positive attitude.
- Strong organizational skills.
- Ability to prioritize.
- Proficient computer skills (MS Excel, Word).
- Candidate must be friendly, punctual.

\$15.50/hr to start, 4 available positions. To apply and start working the week of July, 7<sup>th</sup>, apply at this link: [www.dpbolvw.net/click-2924008-10409057](http://www.dpbolvw.net/click-2924008-10409057). After Registration, search for Pargo Inc office administrator.

## Engineering

### Environmental Engineer

There is an open position for an Environmental Engineer of Native American descent in the Phoenix area. If you are interested in the job, contact Kate Gould at (602) 264-4692 or [kate.gould@na.manpower.com](mailto:kate.gould@na.manpower.com)

## Biology

### Nutri-Health/Sedona Laboratories Internship

Nutri-Health and Sedona Laboratories is interested in providing an opportunity for a student with strong educational background and interest in Microbiology to complete an internship program with their company. This individual would be conducting research to support the company's research and development activities. The intern will have excellent potential to become a full-time associate Research Scientist with the company. If you are interested, contact Sondra Reisinger at (928) 340-5429.