

Paleo Research Institute, Inc. (established in 1972) is a small business whose focus is to provide excellent identifications and interpretations of archaeobotanic remains in a contract framework at a reasonable cost. We strive to further research goals, recommending specific research questions and sampling designs to archaeologists and other scientists with whom we work. Currently we are building teams to facilitate a creative and comfortable working environment.

Employment Opportunities:

PaleoResearch Institute seeks a professional administrator.

Because of several misunderstandings with past applicants, we want to make the position and opportunities of this position clear to potential applicants.

What this position is:

- A permanent, professional level administrator position for a motivated, experienced person with developed organizational skills and abilities willing to work effectively, often independently, in a critical position in a growing company dedicated to excellence in complex scientific analysis. It is desirable, although not required, to have some familiarity with scientific analysis and processes.
- The administrative position is vital to our functioning. An effective professional administrator is essential to the efficient functioning of any office, whether government, private industry, large corporation, or small business. What our company requires is professional experience; this is not an entry level position that can succeed with only “on the job” training. Training will be provided in current office standards and procedures; there is opportunity for an effective, creative person to refine these office processes and expand responsibilities and services.
- Have you worked in an environment where the Office Manager or Administrative Assistant “knew everything” – where it was, what it was for, who did what, where that thing was put, what was due next, when that shipment was due to arrive, who had the book missing from the shelf, how to use this or that computer program, the best way to make graphs in Excel, how to find files on the computer? Is that you?
- There is definitely a potential for advancement if you mean “can I advance from Administrative Assistant to Office Manager,” depending on your skills, abilities, and contributions to PRI.

What this position is not:

- It is not a temporary job while you take a break from school or decide what you want to do.
- It is not a temporary (or part-time) job while you finish your Master’s Degree or Ph.D.
- It is not a temporary job between field seasons.
- It is not an entrance into the company so that you “transition into” an analytical job. These two types of jobs require different skill sets.
- There is no “possibility of advancement” if you are thinking that this advancement would be in anything other than in administration.

Paleo Research Institute is a small, woman-owned business located in Golden, Colorado, at the western edge of metro Denver. Our working offices and labs are located in a converted house with a backyard. PRI is a place to make a difference. Cruise around our website (www.paleoresearch.com) if you are not familiar with the variety of analyses that we conduct. We have an eclectic group of scientists and take on an even more diverse workload of projects. As in any small office, it can be a juggling act to accommodate each of the personalities. We are a fast-paced group that grows in new directions on a regular basis. Ask to join us (by requesting an interview) if you thrive in this type of an environment and wish to contribute your own commitment and signature. You must be extremely fluent in English and be legally able to work in the United States (be a US citizen or already hold a work visa).

PRI is not just a business – it is a family, an opportunity, a place for full expression of your business or research goals, ideas, and ideals. Your contribution, as an individual, is important to our presence as an entity or business. Certainly the research that we do is important to the people who form our team. For some, it is a defining part of life, for others, it is not. How would you fit in with a team like this?

Your response should include an introductory letter summarizing your experience relevant to us and stating your specific interest in PRI, a vitae and 3 letters of reference.

Please call for an interview: (303) 277-9848
and send your resume to: Linda@paleoresearch.com
We appreciate an additional copy through snail mail, since formatting might be lost during email transmission.

Dr. Linda Scott Cummings, President
Paleo Research Institute
2675 Youngfield St.
Golden, CO 80401

Pre-Requisites:

PaleoResearch Institute maintains a non-smoking environment. We will interview only non-smokers.