

Office Administrator, Consortium for the Barcode of Life

National Museum of Natural History, Smithsonian Institution, Washington, DC

The Consortium for the Barcode of Life (CBOL; www.barcoding.si.edu) seeks a full-time Administrator for its Secretariat Office. Housed in the Smithsonian Institution's National Museum of Natural History on the National Mall in downtown Washington DC, CBOL is a global consortium of 200 research institutions, government agencies, NGOs and private companies. CBOL's mission is to promote 'DNA barcoding', a technique for assigning biological samples to their correct species using a short standardized DNA sequence. The Secretariat Office pursues this mission by organizing and supporting working groups, networking activities, workshops, planning and outreach meetings, international conferences, production of outreach materials, and managing websites and an online social network.

CBOL's Administrator manages the Secretariat Office which involves: managing approximately \$1 million per year in grant funds; overseeing expenditures; maintaining account records; serving as liaison to administrative offices in the National Museum of Natural History and the Smithsonian Institution for contracting, human resources, travel, physical plant, sponsored projects, and information systems, among others. The Administrator also assists CBOL's Executive Secretary by providing financial reports and overseeing staff travel and event planning.

This is a position of responsibility calling for: excellent organizational and time management skills; ability to work independently with minimal supervision; experience in office and/or grants management; attention to detail; the ability to manage many complex tasks simultaneously; flexibility to travel; and cultural competency to interact with diverse stakeholders around the world.

Appointment will be at the GS 9:1 level (\$51,372 plus benefits) with potential for advancement to GS 11, or at the GS 11:1 level (\$62,155 plus benefits) for those with a current GS 11 position. This is a non-Federal Smithsonian Trust appointment renewable on an annual basis. Send resume, cover letter, three recent references, and a short writing sample to fritzschem@si.edu.