



ASA DNA Services Specialist

Employment: Full-time, On-site

Position Summary:

The American Simmental Association (ASA), headquartered in Bozeman, Montana, is seeking a full-time staff member to join its established DNA Services team. This position plays an important role in supporting ASA members, cattle producers, and industry partners through the coordination, facilitation, and reporting of DNA and genomic testing. Ideal for individuals with a strong interest in the cattle industry, this role combines cross-departmental collaboration with detailed, accurate record management. Strong communication skills, attention to detail, and a commitment to providing excellent member service are essential. This position offers the opportunity to work across many areas of the beef cattle industry, from assisting producers with general DNA testing to supporting ASA's genomic research programs and working directly with laboratory and industry partners. The successful candidate will become an important part of ASA's DNA Services team, helping support the Association's commitment to science, genetic improvement, and the continued advancement of the beef industry.

Key Responsibilities:

Customer Service

- Serve as a resource for ASA members regarding DNA testing, ASA requirements, available testing options, and sample submission.
- Facilitate DNA testing requests and ensure samples and associated records are accurately entered and maintained within ASA's Herdbook database.
- Review DNA results and communicate relevant information, requirements, or next steps to members.
- Assist members in resolving DNA-related questions, discrepancies, and testing issues.

DNA Research Programs

- Coordinate participant enrollment, sample submission, and testing requirements.
- Perform accurate data entry and maintain program records, participant information, animal data, and sample information.
- Coordinate with ASA's laboratory partner(s) to submit samples for testing, resolve sample or testing issues, and monitor testing progress.
- Work with ASA staff and industry partners to support ongoing research initiatives and special DNA projects.

Qualifications and Requirements:

- Provide professional assistance and communicate effectively with fellow staff and association members, both verbally and in writing.
- Exceptional attention to detail and commitment to data accuracy.
- Strong organizational skills with the ability to manage multiple projects, deadlines, and priorities.
- Ability to work both independently and collaboratively as part of a team.
- Proficient in Google Suite, Excel, and computer-based record systems.
- Strong problem-solving skills and the ability to work through complex member-service issues.
- Previous experience in a customer service role preferred, but not required.
- Knowledge of or background in the beef cattle industry preferred, but not required.

Benefits:

Employees of ASA receive medical insurance along with a 401(k), vacation, and sick leave. This is an in-office, full-time position. Please email a cover letter, resume, and references to Molly Diefenbach (mdiefenbach@simmgene.com).