



MUSEUM of  
NORTHERN  
ARIZONA

*Celebrating the Colorado Plateau*

**Title:** Herbarium Intern

**Department:** Ecology

**Supervisor:** Botany Research Assistant

**Position Description:** 10 week summer internship to assist with the completion of a project to database botanical specimens in preparation for inclusion into the McDougall Herbarium at the Museum of Northern Arizona. This internship offers students an opportunity to gain valuable experience in herbarium curatorial processes including reorganizing herbarium specimens, identifying and annotating specimens, updating database records, and creating digital images of herbarium sheets.

**Major Tasks and Responsibilities:**

- Reorganize herbarium specimens according to current APG3 system standards
- Identify pressed plant specimens using dichotomous keys and annotate specimens with updated taxonomy
- Enter and update Argus and SEINet database specimen records
- Georeference herbarium specimens
- Create digital images of herbarium sheets and upload images to databases
- Rehouse processed herbarium specimens and update localities in database
- Various duties as assigned

**Education and Experience Requirements:**

Undergraduate or graduate student seeking degree in botany, biology, ecology, forestry, natural sciences, museum studies, or related field.

**Abilities, Skills, and Knowledge:**

- Demonstrated ability to communicate, orally and in writing
- Good organizational skills, accuracy, and attention to detail
- Familiarity with databases, spreadsheets, and word processing software
- Ability to work independently as well as with students, interns, and volunteers

**Working Conditions:**

Generally work indoors, 30-34 hours per week, usually between 9 am and 5 pm. Must be able to lift heavy containers (50lbs) and handle fragile items.

**Position contingent upon passing a satisfactory background check**

*\$12 per hour (for a maximum of 34 hours a week) and housing are provided.*

**How to Apply:**

Email the following documents to the contact information below:

- Cover letter
- Resume

In addition email or mail

- 3 letters of recommendation



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**Email MS Word Format or PDF to:** [jthomas@musnaz.org](mailto:jthomas@musnaz.org)

**Mail:**

Human Resources Manager  
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