



Title: Collection Associate

Department: Collections

Status: Exempt, Temporary, Part-Time, 410 hours

Co-supervisors: MNA Collections Director and NPS Museum Curator

Position Description: National Park Service funded position for an undergraduate or graduate student to address environmental improvements for the Museum of Northern Arizona's avian and mammal study skins that have previously been treated with arsenic. The Collections Associate will be trained by an NPS Conservator in safe handling, cleaning, and rehousing of specimens, and create plastic enclosures and mounts, move specimens between buildings, create labels, inventory specimens, and update database records.

Major Tasks and Responsibilities:

- Maintain specimen inventories, location, and activity checklists.
- Clean specimens before creating plastic specimen enclosures.
- Reconcile collection with paper and database records.
- Rehouse specimens into approved storage containers.
- Prepare specimen labels.
- Assist with the development of specimen handling procedures.

Education and Experience Requirements:

Biology course work or experience in natural history collection management preferred.

Abilities, Skills, and Knowledge:

- Demonstrated ability to communicate, orally and in writing
- Good organizational skills
- Good measuring abilities and attention to detail
- Ability to identify and correct data discrepancies
- Good hand-eye coordination
- Familiarity with Argus computer database, spreadsheets, and word processing
- Ability to work independently as well as with other Collections Associates and supervisors

Working Conditions:

Generally work indoors 15 – 20 hours per week, but occasionally may work more hours depending on the student's availability, usually between 9 am and 5 pm. Odd hours and long days may occasionally be required. Must be able to sit for long periods, stoop and bend, lift up to 50 lbs, and handle fragile items.

Job contingent on satisfactory passing of background security check



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Other Requirements:

The applicant must be an enrolled student in either an undergraduate or graduate program. In addition, the applicant must be able to wear a well-fitted face mask and protective clothing (both provided) while handling arsenic contaminated specimens.

Salary: \$12.00 per hour

How To apply:

Please submit a cover letter, resume, and three professional references to Jill Thomas at jthomas@musnaz.org.

Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.

Deadline:

First review of applications will begin December 18th, 2017. The position begins the week of January 29, 2018.

The Museum of Northern Arizona is an EEO employer.