



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 organizing herbarium specimens, identifying specimens, annotating specimens, and databasing specimen records.

Major Tasks and Responsibilities:

- Identify pressed plant specimens using dichotomous keys
- Annotate specimens with updated taxonomy
- Enter and update Argus and SEINet database specimen records
- Georeference herbarium specimens
- 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, up to 34 hours per week, usually between 9 am and 5 pm. Must be able to lift heavy containers (50lbs) and handle fragile items.

Compensation:

\$12 per hour (for a maximum of 34 hours a week). Housing is available.

How to Apply:

Review of applications will begin March 31, 2018

Email or mail the following documents to the contact information below:

- Cover letter
- Resume
- 3 letters of recommendation



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Email MS Word Format or PDF to: employment@musnaz.org

Or mail to:

Human Resources Manager
Museum of Northern Arizona
3101 N. Fort Valley Road
Flagstaff, AZ 86001

Position contingent upon passing a satisfactory background check

The Museum of Northern Arizona is an Equal Opportunity Employer