



Title: Invertebrate Zoology Curatorial Assistant
Classification: Temporary, Part-time, Non-exempt
Department: Invertebrate Zoology
Reports To: Paul Valentich- Scott
Created: May 23, 2002
Revised: August 25, 2016

Position Summary: Assist in the curation of the invertebrate zoology collection

Specific Responsibilities:

- Assist with the identification of specimens, locality determination, computer cataloging, and specimen organization.
- Assist in the care of the invertebrate zoology collections including: preparing and maintaining specimens, collection records, databases, and literature.
- Sorting bulk specimen lots and identification to species.
- Cataloguing specimens in collection database, labeling specimens, filing specimens in collection.
- Ensure that specimens are properly prepared, preserved, handled and stored.
- Responsible for maintaining a clean and orderly work area.
- Responsible for the completion of specific projects.
- Other duties as assigned.

Essential Requirements:

- Dependable and responsible
- Good interpersonal skills
- Excellent computer and keyboarding skills
- Excellent organizational skills
- Attention to detail with a commitment to quality of work
- Extreme care and respect for museum specimens
- General knowledge of invertebrates

Work Environment:

- Frequent standing, walking and bending
- Frequent work in an office and collection environment
- Frequent climbing of ladders or other work in elevated conditions
- Frequent repetitive data entry on a computer
- Frequent lifting of light to moderately heavy loads (25-40 lbs)
- Occasional work with preservative fluids (ethyl alcohol, formalin)

The incumbent must be able to perform each requirement of the position as outlined in the job description. **Essential Requirements** are representative and are essential for satisfactory



job performance. The **Work Environment** characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

Employee

I have read this position description and understand its contents.

Employee Signature

Date

Museum

This position description accurately describes the critical and important duties assigned to this position.

Human Resources

Date