

## LC WORK SCHOLAR POSITION DESCRIPTION

### *Herbarium and Vertebrate Collections Assistant Employment Levels*

<b><i>Entry Level</i></b>	<b><i>Intermediate Level</i></b>	<b><i>Skilled Level</i></b>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (circle one)?

It will start as entry level with the opportunity to progress to intermediate, depending on the scholar and their biology/botany background.

Entry Level

#### **Work Scholar job title:**

Herbarium and vertebrate collections assistant

#### **Describe the duties of this position.**

A herbarium is a collection of dried, pressed plants (think of it as a dead plant museum). The person in this position will help maintain our collection of about 5,000-6,000 specimens. Specific duties will include

- Organize/maintain current collections
- Prepare new specimens (affix pressed plants to sheets of herbarium paper) that have been collected or donated
- Enter data from our collections into an online database of regional herbaria ([www.pnwherbaria.org](http://www.pnwherbaria.org))
- Participate in annual field trip to collect new plants
- Be responsible for pressing any newly collected specimens from the field trip or elsewhere

The vertebrate collection includes around 1,000 mammalian and avian specimens. Duties here would include

- Organize/maintain current collections
- Preparation of new specimens, which would be taught by supervisor
- Integration of new specimens into the existing collection

#### **List the learning opportunities for this position.**

- Learn about collection, processing, and storage of natural history collections
- Learn about our regional flora and fauna
- Increase plant and animal identification skills
- Work with an online database

**What qualifications are required for this position?**

- Interest in biology
- Completion of a biology course or some prior botanical or zoological knowledge is a plus, but not required.

**What skills are required for this position?**

- Organization skills
- Attention to detail

Adapted with permission from Lewis-Clark Service Corps AmeriCorps and Berea College.