

LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholars Job Title: Herbarium and Vertebrate Collections Assistant

Worksite Name: PLMSS Lab

Supervisor Name: Elizabeth Martin and Matt Brady

efmartin@lcsc.edu and mjbrady@lcsc.edu

Supervisor Email: _____

Employment Levels

<i>Entry Level</i>	<i>Intermediate Level</i>	<i>Skilled Level</i>
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 (check one)?

Entry Level

Intermediate Level

Skilled Level

Describe the duties of this position.

An herbarium is a collection of dried, pressed plants. 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 that have been collected or donated
- Enter data from our collections into an online database of regional herbaria (www.pnwherbaria.org)
- Assist in field collection of specimens

The vertebrate collection includes around 1,000 mammalian and avian specimens. Duties here 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 and skills 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.
- Attention to detail

LC State is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The Director of Human Resource Services has been designated to handle inquiries regarding non-discrimination policies and can be reached at 208-792-2269 (TTY 711) or at the Administration Building, Room 102, on LCSC's campus, 500 8th Avenue, Lewiston, Idaho, 83501.