

**Position Descriptions for Research Volunteers Needed
as of 3 November 2015**

Archaeology Volunteer 1

Volunteer needed to wash lithic (rock) artifacts. Applicant must have good attention to detail, be able to handle artifacts carefully, and ability to lift/carry 20 pounds. Work is tedious and repetitive.

Hours: 9-5 M-F, at least two (2) hours per session, and at least one session per week for 5 weeks.

Vertebrate Zoology Volunteer 1

Volunteer needed to assist with organizing research specimens of mammals and birds. Qualifications: Good eye-hand coordination, careful attention to detail, ability to handle and manipulate objects delicately. Willingness to handle skins and bones of mammals and birds. Ability to walk and stand for extended periods, and to go up and down steps on a ladder frequently. Ability to follow instructions and work independently. Ability to tolerate repetitive, tedious processes.

Hours: 9-5 M-F, at least two (2) hours per session, and at least one session per week for five weeks.

Vertebrate Zoology Volunteer 2

Volunteer needed to assist with labeling and cataloging research specimens of mammals and birds. Qualifications: Good handwriting, careful attention to detail, ability to handle and manipulate objects delicately. Willingness to handle skins and bones of mammals and birds. Ability to follow instructions and work independently. Ability to tolerate repetitive, tedious processes. Work will include writing labels, proofreading information against existing documents, entering information into electronic databases. Must have experience with personal computers and common software.

Hours: 9-5 M-F, at least two (2) hours per session, and at least one session per week for five weeks.

Recent Invertebrates Volunteer 1 (Collections and Cataloging Assistant)

Description: Volunteers will assist in the curation, maintenance, daily care and collections management of a broad spectrum of insect/arthropod specimens from a variety of different locations and habitats. Tasks will include (after proper training) collection and sorting of raw samples, specimen preparation, creation of archival data labels, identification of insects to at least family level, cataloging and/or databasing of specimens, capturing data from the specimens in the collection, and assisting with outreach activities.

Requirements: Some previous work experience with insect specimens is preferred but not required. Solid attention to detail, excellent eye-hand coordination and manual dexterity to handle small tools (i.e., probes, forceps, pins) for manipulating small or fragile specimens. Ability to tolerate repetitive tasks while seated for extended periods, willingness to follow instructions and to work independently. Experience with personal computers and common software is a plus.

Hours: 9:00 am- 5:00 pm Monday-Friday, on an irregular schedule.

Paleontology Volunteer 1 (Fossil Preparator)

Description: Working in the 'living display' Paleontology Laboratory of the museum, removing sediment from fossils collected in the field and stabilizing them for scientific use. This includes use of tools such as dental picks, engraving instruments, glues, and acetone.

Requirements: Eye-hand coordination and the patient ability to do delicate work. Work may involve remaining seated for an extended period in the lab, which periodically has loud equipment. Ear and eye protection will be provided. Some fossil preparation must be done under a microscope. Knowledge of vertebrate anatomy is helpful but not necessary.

Hours: 9:00 am- 5:00 pm Monday-Friday, 4 hours/week or more preferred.

Paleontology Volunteer 2 (Collections Assistant)

Description: Assisting Paleontology staff in cataloging and curating specimens.

Requirements: Ability to walk and stand for extended periods, and to go up and down steps frequently.

Hours: 9:00 am- 5:00 pm Monday-Friday, 1–2 hour sessions.

Geology Volunteer 1

Volunteer needed to assist with geological collections management. Work will include labeling geological specimens with new catalog numbers, preparing boxes for new specimens, and other collections management assistance as needed. Must have fine motor skills and attention to detail. Ability to work independently after training.

Hours: 9-5 M-F, at least two (2) hours per session.