

VISITING ASSISTANT DATA CURATOR

Primary position function: Digitization of microfungi specimens for an online international collection database.

Position Description: Manage the workflow of tasks and staff of the digitization project, ensuring each step of the process is efficiently and effectively completed for successful outcome of final product. Supervision, establish taskings, and scheduling of undergraduate students and hourlies. Specimen selection and the photographing of labels, annotation slips and the specimens themselves. Responsible for the organization, backup and transfer of image files to the online portal and a central collection server. Digitize the specimen label information (the what, when, where and by whom collected) of approximately 1.2 million North American microfungi specimens representing well over 95% of all specimens collected in Canada, the United States and Mexico and held by over 38 US non-governmental institutions.

Education: Required: BA/BS with specialization in a biological science discipline including biology, integrative biology, environmental biology, or plant biology.

Experience Required: Experience in a herbarium, museum, or biological collection/laboratory, or the equivalent combination of education and experience related to the job to total 2 years.

Knowledge Requirements: Demonstrate a well-developed knowledge of systematics and taxonomy; demonstrate an ability to work independently, and also as a team member; demonstrate an ability to seek improved methods and techniques within the field of data collection; demonstrate an ability to think creatively and ensure the highest possible standards of quality, performance, and ethics; demonstrate an ability to communicate effectively, both written and orally.

This is a regular, academic professional, full-time grant supported 12-month position, renewable annually based upon satisfactory progress in the position and continued funding. Anticipated funding for two years. The estimated starting date is June 16, 2015 (negotiable). A valid driver's license is required for this position.

Salary: \$31,000 - \$32,000 per year

Benefits: Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

Applications must be received by May 22, 2015. To apply, all candidates must submit an online profile through <https://jobs.illinois.edu> by the close of the posting period. Qualified candidates must upload a cover letter detailing qualifications and skills, curriculum vitae or resume, working e-mail address, and the names, addresses, phone numbers, and e-mail addresses of three professional references. All requested information must be submitted for your application to be considered. Incomplete information will not be reviewed. Applications may be reviewed prior to closing.

For further information please contact Erica Hanson, Human Resources, Illinois Natural History Survey, 217-333-6897, elhanson@inhs.illinois.edu. For technical questions, please contact: **Dr. Andrew Miller, Search Committee Member**, atamiller7@illinois.edu.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity (www.inclusiveillinois.illinois.edu).