



Collections Manager, Vertebrate Museum

Closes: Monday, July 30th, 2018

(Job #18-27) Instructional Support Technician II, Collections Manager, Vertebrate Museum, \$1,562-2,663/month. Appointments are normally made at the beginning of the salary range. This is a temporary, part-time (0.5 time base), benefitted, 12-month pay-plan position in the Department of Biological Sciences.

Position Summary: The Vertebrate Museum provides comprehensive support services for students and faculty in a variety of upper- and lower-division laboratory courses. This includes, but is not limited to, the Collections Technician preparing unique scientific materials (vertebrate specimens); helping faculty develop new instructional activities by acting as a resource in materials and equipment utilization for majors and non-majors courses; seeking sources and obtaining hard-to-find and unique materials; storing and dispensing scientific materials and equipment; and updating data collection records.

Duties: The Collections Technician is responsible for the management of the Vertebrate Museum collection under the direct supervision of the Vertebrate Museum Curator. Duties include caring for, maintaining, and organizing research and teaching collections; cataloging specimens; collating and recording data from specimens; establishing and maintaining computerized specimen databases (including one for the tissue collection); repairing damaged specimens; performing pest management; coordinating specimen use in teaching laboratories; and maintaining the dermestid beetle colony.

The incumbent is responsible for the collection and preparation of museum specimens of birds, amphibians, reptiles, and mammals; identification of specimens; preparation and maintenance of fluid specimens and skin, skull, and skeletal mounts. The Collections Technician may also be responsible for supervising one or more student assistants/volunteers. Other duties include correspondence with state and federal agencies and other museums; permit management; inventorying and seeking sources of supplies, chemicals, and equipment; processing of loans; maintenance of equipment; and support of the HSU Marine Mammal Stranding Program.

Minimum Qualifications: B.A. or B.S. in Biological Sciences or a related field AND one year of experience EITHER providing instructional support services in Biological Sciences or a related field, OR producing materials or supplies or repairing equipment in a Biological Sciences discipline.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Vertebrate classification (particularly mammals, amphibians and reptiles)
- Taxonomic keys and key reference works
- Specimen preparation, including skins/skulls, fluids, and skeletal articulations
- Tissue collection procedures; ecto/endoparasite preservation; and fecal sampling
- Computer databases (currently using VertNet)
- Standard molecular genetics techniques from tissue samples (general understanding)

Skills:

- Well-developed organization skills with keen attention to detail

Ability to:

- Recognize and identify local species, as well as worldwide families, and know the anatomy of key skeletal features
- Work safely with a variety of potentially hazardous chemicals
- Plan, organize, and schedule activities
- Lift 50 pounds; assist with team lifting large specimens; lift specimens while on ladders
- Operate technical equipment used in the Vertebrate Museum (Sherman live traps, Tomahawk live traps, museum special traps, gopher traps, mist nets, tarps, Pesola scales, balances, dissecting and compound microscopes, forceps, scalpels, dissecting needles, scissors, knives, pliers, hammers, saws, wire cutters, centrifuges, thermocycler)
- Adjust and perform simple maintenance of technical and scientific equipment
- Maintain records
- Establish and maintain effective relationships with a diverse cohort of faculty and staff who teach courses involving material from the Vertebrate Museum

Preferred Qualifications:

- Advanced degrees (M.S. or PhD) in a related field is preferred.
- Experience working collaboratively in a museum and academic environment
- Knowledge of regulatory processes for both state and federal agencies with regard to sampling and salvage permits
- Well-developed collaboration skills with research interests in local vertebrate species

Application Procedure: To apply, qualified candidates must electronically submit the following materials through Interfolio:

<https://apply.interfolio.com/52321>

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- [HSU Employment History Form](https://forms.humboldt.edu/employment-history-form) (<https://forms.humboldt.edu/employment-history-form>)
(NOTE: This form replaces the [HSU Employment Application](#) form, which should no longer be used. Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved.)

The Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station and front office staff available for applicants requiring assistance.

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Monday, July 30th, 2018. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to ca-reers@humboldt.edu that includes the job number (18-27) and applicant's last name in the subject line of the message.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 1617

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: Tuesday, July 10, 2018

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.