Title: Natural Science Collections Intern
Department: Collections
Supervisor: Associate Collections Manager for Natural Science & Collections Associate

Position Description: Summer internship to assist with the completion of a three year IMLS grant to address environmental improvements in the Museum of Northern Arizona’s Zoology Collections (specifically the avian osteology, avian egg and nest, mammal osteology, and mollusk and entomology holdings). This 10 to 15 week internship offers students an opportunity to gain experience rehousing specimens, labeling and inventorying holdings, updating database records, testing for contaminants in the study skin collections, assisting with packing and move of collections into a new collection facility, and participating in policy and procedure development.

Major Tasks and Responsibilities:
- Rehouses specimens into approved storage containers
- Assists with ongoing project inventories and specimen labeling projects
- Enter and update Argus database specimen records
- Assist staff with ongoing contaminant testing
- Assist with packing, move, and unpacking as specimens are moved into the ECC
- Participate in policy and procedure development for contaminated specimens

Education and Experience Requirements:
Recent graduate or student seeking advanced degree in museum studies or biology field.

Abilities, Skills, and Knowledge:
- Demonstrated ability to communicate, orally and in writing
- Good organizational skills and attention to detail
- Familiarity with database, spreadsheets, and word processing software
- Ability to work independently as well as with students, interns, and volunteers

Working Conditions:
Generally work indoors, 7 hours per day, usually between 9 am and 5 pm. Odd hours and long days may occasionally be required. Must be able to lift heavy containers (50lbs) and handle fragile items.

Position contingent upon passing a satisfactory background check

$300/week stipend and housing provided.

How to Apply:
Send the following to the address below:
- Cover letter, resume, and three letters of reference
e-mail in MS Word Format to jmoan@mna.mus.az.us
Or Fax: 928.774.1229

Or mail to: Human Resources Manager
Museum of Northern Arizona
3101 N. Fort Valley Road
Flagstaff, AZ 86001
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