Position Description: Provide technical assistance by training staff on digitization protocols within the project. Provide management support for the NSF funded Microfungi Collections Consortium (MiCC) project, which aims to digitize information from specimens in fungal collections at 38 institutions across the United States by closely monitoring progress, and effectively communicating with lead Principal Investigator to inform and resolve any issues. Manage data produced through the project as well as digitization workflows at INHS to ensure continued progress amongst all collaborators. Coordinate with our national collaborators in making data available through the project's data portal (http://mycoportal.org) and the central hub at iDigBio (Florida) including functionality of website uploads from various collaborators. Edit data contributed to the project to ensure it conforms to the Darwin Core format, add collections as well as datasets to the portal, and develop/manage specimen-based resources for the MiCC data portal. Communicate with Principal Investigator and collaborators including (but not limited to): attending and participating in project related meetings in person (or via video-conferencing); being available to respond to questions on the phone or through email during normal business hours; attending seminars and conferences pertaining to projects; providing data for, and assisting with the preparation of, project reports. Oversee training, supervision, and scheduling of undergraduate student and hourly workers involved in digitizing fungal specimens at INHS and providing general training (in person or remotely) to project participants.

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

Experience Required: Work in a herbarium, museum, or biological collection/laboratory, or the equivalent combination of education and experience related to the job to total 4 years. Database management experience. Course work in mycology, museum studies, or related fields. Computer skills (e.g., Excel, Word, PowerPoint) including some experience with software for databasing (e.g., MySQL) and imaging (e.g. Photoshop, Lightroom). Experience training and supervising undergraduate students.

Knowledge Requirements: Basic knowledge of biological classification. Strong verbal and written communication skills. Strong organizational skills. Ability to multitask with experience prioritizing multiple projects.

Salary: Commensurate with experience and education; Benefits: Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance. 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. The estimated starting date is May 16, 2015 (negotiable). A valid driver’s license is required for this position.

Applications must be received by May 17, 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@ihns.illinois.edu. For technical questions, please contact: Dr. Andrew Miller, Search Committee Member, at amiller7@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).