

JOB TITLE: HERBARIUM TECHNICIAN

DEPARTMENT: College of Agriculture & Bioresources (Plant Sciences)

STATUS: 0.75 FTE; Term, from **November 14, 2011 to March 15, 2012**

COMPETITION NO.: 11345-T

SALARY INFORMATION: \$4075.50 to \$5498.22 per month (Facility Services, Phase 5). The starting salary will be commensurate with education and experience.

PRIMARY PURPOSE: To provide oversight of the day-to-day activities of the W.P. Fraser Herbarium (SASK), facilitate outreach programs, provide teaching support to botany-related courses and continue the Herbarium digitization efforts.

NATURE OF WORK: Reporting to the Curator, this position is responsible for the technical and service operations of the Herbarium. Duties are quite versatile and complex. Most duties will be carried out independently with a minimum of supervision, using standard operating procedures and maintaining good health and safety practices. The technician will establish good working relationships and provide direction to staff, students and volunteers.

TYPICAL DUTIES: The successful applicant will be responsible for the maintenance and development of the Herbarium collection. This includes preparing and maintaining specimens, facilitating loan and exchange requests, keeping accurate records of Herbarium transactions and maintaining the Herbarium library. This individual will also be responsible for continuing the digitizing efforts of the collection including administrating the Herbarium database system. Other duties will include training Herbarium volunteers and students in mounting and filing plants, facilitating and documenting loans of teaching mounts and producing temporary teaching mounts as required, maintaining the cleanliness and orderliness of the Herbarium, filing plant mounts and collections, organizing the loans of plant presses, assisting the curator with preparation and collection of plant material for teaching, fieldtrips and providing information and rare plant data base searches as required. Other duties include the preparation of monthly reports of herbarium activities; develop and maintain Saskatchewan rare plant database, perform information searches for consultants, private groups and government agencies; ensure availability of required equipment and supplies for operation of the herbarium and botany courses; instruct students on the proper collection, processing and presentation of summer plant collections; assist the curator to verify and grade BIOL 323 student plant collections; conduct one or two fall field trips for BIOL 323 students; oversee loans of teaching mounts to other University departments, students and public service organizations; respond to queries from the public on plant specimen identification and other plant properties; host and provide assistance to visitors and other users of the Herbarium.

QUALIFICATIONS

Education: A bachelor's degree in Biology, Plant Sciences or equivalent, with knowledge of plant identification, taxonomy, nomenclature, specimen preparation and mounting techniques, Herbarium filing systems and botanical field collection techniques is essential. Training and/or experience demonstrating knowledge of the flora of Saskatchewan is an asset.

Experience: Familiarity with aspects of modern curation, including database entry and management, managing specimen and accession records, and mounting and curating old and new herbarium specimens. Previous curatorial experience is desired.

Skills: The individual must be research-oriented, have high computer level skills, in particular in Microsoft Excel, Microsoft Access, and general data-basing. Knowledge of website

maintenance and strong research orientation would be an asset. The successful candidate must also have effective interpersonal, written and oral communication skills, effective time management and supervisory skills, and the ability to work independently.

PLEASE APPLY NO LATER THAN NOVEMBER 4, 2011.

Application: Cover letter indicating your interest and qualifications for this position, CV, and the names and mail and electronic addresses of a minimum of three academic referees should be sent electronically or by mail to:

Dr. J.H. Cota-Sánchez,
Curator
W.P. Fraser Herbarium
Department of Plant Sciences
51 Campus Drive
Saskatoon, SK S7N 5A8
Email: hugo.cota@usask.ca
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