



Paleobotanical Collection - Volunteer Collections Assistant	
The application deadline for this position is midnight Friday January 19, 2018	
Position Overview	The primary goal of this position will be to catalogue and inventory specimens for the Paleobotanical Collection . Once fully catalogued these new records will be added to the MIMSY electronic database where they can be easily accessed for research purposes. Volunteers will also assist with fossil preparation and develop labels for specimens. The Volunteer Collection Assistant will gain valuable hands-on museum cataloguing and database experience in addition to insight into various principals of collections management.
Collection Information	With more than 127,000 specimens, the Paleobotanical Collection is the best of its kind in Canada and among the finest in the world. The fossils in the collection are tangible evidence of dynamic, ancient organic life that reveals profound changes in the earth's geological past. It is a valued research and teaching resource, and continues to amass stunning specimens and explore new areas of well-preserved flora.
Capacity	2
Duties	In consultation with the Curator of the Paleobotanical Collection, the Volunteer Collections Assistant will be assigned specimens to be added into the Collection Management Software (MIMSY). They will assist with the inventory of the collections which may include photographing specimen, creating detailed labels, and general collection organization.
Time Frame & Commitment	<ul style="list-style-type: none"> • Minimum 3- 4 hours per week January – April with the potential to continue. • Volunteers should be able to commit to a fixed schedule. • The volunteer's completed hours will be recorded for recognition and reporting purposes.
Qualifications	We are seeking an individual who is meticulous and detail oriented. The Volunteer Collections Assistant would ideally have previous experience with database software or museum collections. Prior knowledge of plant fossils or botany would be considered an asset.
Training & Orientation	Those selected for this position must attend a general orientation to the U of A Museums and training sessions on museum practices. On-the-job position-specific training will be given by the supervisor.
Supervision	The Volunteer Collection Assistant will be supervised by the Curator of the Paleobotanical Collection.
Success and Evaluation	Volunteer Collections Assistants will receive specialized coaching and training. In return, the Collections Assistants are expected to give feedback and maintain open communication with their supervisor and the U of A Museums Volunteer Coordinator. Volunteers will be asked for their feedback near the end of the term.
Recognition	The Volunteer Collections Assistants will be invited to the annual U of A Museums Celebration event and benefit from volunteer exclusive museum training sessions and behind the scenes tours.