University of Vermont Pringle Herbarium  
Summer 2013 Herbarium Digitization Assistant (two positions)

Department: Plant Biology

Position Title: Herbarium digitization assistant (two positions)

Job Summary/Basic Function

The herbarium assistant works with a team of volunteers, faculty and staff to conduct digitization of herbarium specimens as well as basic plant specimen curatorial tasks within the herbarium. The two main areas of work are:

- preliminary curation and databasing of New England vascular plant specimens
- databasing of vascular plant type specimens

The work may also include:

- scanning type specimens to produce high resolution images using a specialized scanning device
- photography of New England vascular plant specimens using a camera with copy stand, light box and touch screen computer

The Herbarium assistant will be supervised by the Virtual Herbarium Coordinator and the Digitization Specialist.

Minimum qualifications

- Ability to read cursive handwriting
- Familiarity with Microsoft Word and Excel applications and with PC computer use
- Demonstrated ability to pay attention to detail, to work in a production-oriented environment, and to follow written instructions
- Effective interpersonal and communication skills
- Successful completion of Botany 109 or equivalent
- Partial progress toward completion of Bachelor’s degree in Plant Biology or related area

Desirable Qualifications

- Knowledge of New England plants and geography
- Interest in natural history collections, plant taxonomy, history and geography
- Familiarity with relational databases
- Prior experience working in a natural history collection
- Interest in improving work flows to achieve maximum efficiency
- Knowledge of principles of digital photography
- Experience with photographing objects using a camera and copy stand
**Other Information**

Work days are Tuesdays and Thursdays, 9:00 am to 4:30 pm with a half hour lunch break. Once the training period is completed there may be some flexibility around these hours and days, and the hours may be increased to 16 per week.

**Special Conditions**

The job will start with a two to three week paid training period.

**Physical Demands**

Position requires lifting of small amounts of weight (generally under ten pounds). Occasionally, it is necessary to use a step ladder to climb one or two feet and to handle folders of specimens while on the stepladder. Care in handling fragile plant specimens is essential.

**Work Environment**

Work will be conducted on the second to fourth floors of the Pringle Herbarium in Torrey Hall. This building is not air-conditioned and temperatures can reach the mid-80s on hot days. Although there is elevator access to upper floors, the elevator is temperamental and most staff choose to use the stairs. Work involves handling plant specimens that may have been dusted with mercuric chloride, an insecticide toxic to humans. Exposure to mercury is possible when working with the collection; precautionary measures to reduce exposure will be taught.

**Term:** June 4-August 15 (11 weeks)

**Pay:** $9/hour starting wage

**Job Open Date:** April 10, 2013

**Job Close Date:** when filled

To apply, send letter of interest to Dorothy J. Allard at djallard@uvm.edu