JOB TITLE: Collections Technician

DEPARTMENT: Natural Sciences/Botany

JOB SUMMARY: Assists the Research Specialist in alien plant detection duties, both in the field and herbarium. A part-time position for one year, renewable upon satisfactory performance of duties and continuation of funding.

MAJOR DUTIES AND RESPONSIBILITIES:
- Assists Research Specialist in surveying selected sites (e.g., nurseries, botanical gardens, agricultural experimental stations) and processes collected plant specimens in the field.
- Primarily responsible for most stages of processing of plant specimens in the herbarium (pressing, drying, label data entry, mounting, preparation of genus and species covers, filing). Will receive ample training in herbarium techniques and procedures, and some training in plant identification.

PHYSICAL DEMANDS: Primarily light to medium work. Field surveys primarily on highly managed lands, but may involve some field work under extreme conditions (e.g., forestry plantings). Must be able to conduct field work in remote locations under difficult conditions (rain, cold temperatures, heat, poor footing). Must be capable of carrying 30 pounds of equipment for hours over rough terrain. Ability to hike up to 15 miles.

DESIRED EDUCATION AND EXPERIENCE: B.S. in Botany or related field desired, with interest in working with non-native plants; or high school diploma along with 2–3 years of field or laboratory experience working with non-native plant species, can be substituted.

MACHINES AND EQUIPMENT USED: Driver’s license required. In the field, various hand tools (hand pruners, saw), pole pruner, gps unit, digital camera, binoculars. Computer familiarity with relational database, spreadsheet, and word processing software (e.g., Microsoft Access, Excel, and Word).

REPORTS TO: Research Specialist and Senior Collections Technician.
To all qualified applicants, please send a cover letter and resume by April 30, 2006 to:

Judi McClain  
Human Resources Dept.  
Bishop Museum  
1525 Bernice St.  
Honolulu, HI 96817  
or email her at judim@bishopmuseum.org

Starting date tentatively set for June 1, 2006.