MANAGER OF SCIENTIFIC COLLECTIONS (CONN HERBARIUM)
ECOLOGY AND EVOLUTION BIOLOGY (UCP VII)

The Department of Ecology and Evolutionary Biology seeks a Manager of Scientific Collections (UCP VII) to curate the CONN herbarium, which houses collections that support the teaching and research activities of a large academic department and other scientific users. The successful candidate will organize, maintain, and manage departmental collections; i.e.: identify, prepare and catalog botanical specimens, including herbarium specimens, paleobotanical specimens, and fluid-preserved plant materials; maintain and update CONN records in relevant databases (such as the Consortium of Northeast Herbaria, GBIF, iDigBio, and Index Herbariorum); maintain the collection's digital database and all associated computer and imaging equipment, including backups, software and antivirus updates, and monthly data updates; provide support to faculty involved in collections-based research; respond to data requests from scientists and other investigators and assist visiting scientists who have been granted access to the collections; interview, hire, and train student workers and volunteers to assist in managing and databasing the collections; facilitate collection growth by initiating and/or processing exchanged and/or donated acquisitions from other institutions; purchase equipment and supplies necessary to maintain the collections; participate in the instruction of the collections course; manage all incoming and outgoing loans, both physically and electronically.

 Minimum qualifications:
- M.S. degree in botany or closely related field
- Detailed knowledge of taxonomy and botanical nomenclature, with particular reference to eastern North American groups
- Ability to understand, use and maintain the collection database (BG-Base) and HTML export protocol proficiently
- Detailed knowledge of modern curatorial standards and techniques including pest control, specimen mounting and processing, and digital specimen databasing and imaging
- Prior experience in working with botanical databases

Preferred qualifications:

- Prior work experience in a herbarium
- Prior experience using BG-Base software
- Experience with using servers, related software (e.g., Windows Server), and networks
- PhD in botany

Appointment Terms:

This is a full-time, 12-month position and includes full benefits with an excellent healthcare and retirement package.

To Apply:

Please submit a **cover letter** and **resume** via UConn jobs (http://jobs.uconn.edu/). Please also **send letters of recommendation from three professional references to cynthia.s.jones@uconn.edu**. Screening will begin June 7, 2017. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.