

The New York Botanical Garden Herbarium is seeking a Curatorial Assistant for algae, bryophytes and fungi. This is a full-time, core (i.e., not grant funded) position.

Specific duties and responsibilities include:

- Process incoming new collections, including digitizing specimens
- Digitize, repair and refile specimens returned from loan
- Update specimen database records to reflect taxonomic changes made by curators and visitors
- Assist in special Herbarium projects, such as expansion, rearrangement and curation

Qualifications for this position include:

- A minimum of a B.S. or B.A. in biology; taxonomy coursework preferred.
- Experience with herbarium specimens, specimen digitization and curation preferred
- Capable of accurate, efficient computer entry of botanical and geographical information
- Comfortable with climbing a 4 ft. ladder for filing specimens in extra-tall cabinets
- Capable of and willing to do organized, neat, detailed, and accurate work

We hope to fill the position by approximately 1 March 2017. If interested, learn more and apply for this position through the Garden's Employment Opportunities website: <http://www.nybg.org/employment/>