

## POSITION ANNOUNCEMENT

### HERBARIUM COLLECTION MANAGER

ILLINOIS NATURAL HISTORY SURVEY, PRAIRIE RESEARCH INSTITUTE

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Job description: Successful candidate will be Responsible for the day to day operations of the vascular plant and mycological herbaria, under the supervision of the Director of Herbaria.

Duties will include:

- Plant identification (including fresh and herbarium specimens) of the wild and cultivated flora of our area, using expertise in plant systematics, taxonomy and nomenclature
- Preparation of specimens; manage loans, exchanges, and gifts with other herbaria
- Maintain and update database initiatives utilizing current technologies
- Manage projects, budgets, and staff effectively (in scope, on time) including supervision of student and academic hourlies, ensuring productivity and efficiency of hourly employees
- Assist with providing information for technical reports in collaboration with other scientists
- Communicate the uses and importance of our collections effectively, both orally and in writing, to a broad spectrum of stakeholders
- Work effectively in a fast-paced, challenging university setting

Qualifications: The preferred candidate will have a M.S. degree in botany, plant biology, or closely related field with emphasis in vascular plant taxonomy and systematics. Must have experience in curating, developing, and promoting herbarium collections and their use in research and outreach; experience with associated desktop and online database management, georeferencing, digitization, and imaging software; experience in preparing content for and delivering training workshops in plant identification or collections management techniques; and excellent interpersonal / supervisory and public relations skills. Must have strong knowledge in plant identification; expertise in Illinois plants preferred. Strong knowledge of and skills in the curation of specimens and collection management software.

Salary: \$38,000 - \$42,000 per year commensurate with experience and education. This is a regular, academic professional, full-time, 12-month position renewable annually upon success in the position and continued funding. The estimated starting date is June 1, 2014 (negotiable).

Benefits: Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

Applications must be received by April 30 , 2014. To apply, all candidates must submit an online profile through <https://jobs.illinois.edu> by the close of the posting period. Qualified candidates must upload a cover letter detailing qualifications noted above, curriculum vitae, working e-mail address, and the names, addresses, phone numbers, and e-mail addresses of three professional references. All requested information must be submitted for your application to be considered. Incomplete applications will not be reviewed. Applications may be reviewed prior to closing.

For further information please contact Erica Hanson, Human Resources, Illinois Natural History Survey, [217-333-6897](tel:217-333-6897), [elhanson@inhs.illinois.edu](mailto:elhanson@inhs.illinois.edu). For technical questions, please contact: Dr. Andrew Miller, Search Committee Member, [amiller7@illinois.edu](mailto:amiller7@illinois.edu).

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