



Job Title: Herbarium Assistant Area: Research

Position Status ☐ FT Exempt ☒ FT Non-Exempt ☐ PT-Seasonal/Intern Non-Exempt

Effective Date Immediately Area Director: VP-Director of Research

### Position Purpose

This temporary position assists the Collections Manager in the processing, preparation, and filing of plant specimens and in maintaining the BRIT-SMU-VDB herbarium collections and associated databases.

### Principal Responsibilities/Duties/Functions/Tasks

The Herbarium Assistant supervises the work and assists in the training of mounting and filing plant specimens by herbarium technicians and volunteers and participates in these activities. Assists the Collections Manager in coordinating the activities of herbarium volunteers and trains volunteers in herbarium techniques. Maintains supplies for plant mounters and other volunteers. Assists the Collections Manager in maintaining daily records of volunteer and plant-mounting activity.

The Herbarium Assistant oversees and assists with the unpacking and processing of incoming loan, exchange, and gift transactions in preparation for mounting and/or filing. Pulls material for outgoing loans as requested by Collections Manager. Oversees and assists with preparing, packing and shipping outgoing transactions. Assists Collections Manager in maintaining records of exchange/gift transactions and in preparation of specimens for exchange. Establishes and maintains schedule for rotating incoming specimens in freezing process.

This position helps check plant names and localities of specimens online prior to filing to confirm these are current and correct. Trains and assists volunteers and interns in digitizing activities in the herbarium and participates in digitization activities as time allows. Assists Collections Manager with special curatorial projects as necessary.

The Herbarium Assistant participates in public tours and other educational activities designed to demonstrate the importance of the collections and inform the public about institutional resources. Assists staff and visitors in the use of the collections, providing them with accurate information about Institute policies regarding their use. Performs other duties as requested to accomplish the goals of the Institute.

### Qualifications

Bachelors or Masters Degree in Biology or related field. Attention to detail and self-motivation are essential. Strong interpersonal skills and ability to communicate effectively. Candidate will be required to work independently of supervision and take on supervisory and organizational responsibilities.

### Work Requirements

Flexible work hours including occasional Saturdays.

BRIT strives to maintain a positive work environment focused on growth and success of individuals working together in a collaborative, professional manner with communication a priority. To apply, please submit a cover letter with salary requirements and a resume to: [Brithr@brit.org](mailto:Brithr@brit.org). Applications will be considered until the position is filled. BRIT is an Equal Opportunity Employer.