



## Position Details

### Volunteer (Herbarium associate)

Advertised Job Title: Volunteer herbarium associate

#### Role Overview

The NMSU herbaria are the custodian of a number of plant collections that contribute to regional, national and international biological knowledge. Together, they constitute a vast storehouse of information about Southwest US's biodiversity and underpin a significant part of the New Mexico taxonomic, rangelands, agricultural, ecological, and genetic research – making these vital resources for education, conservation and development of sustainable land management systems.

Become part of an expanding team of citizen science, biodiversity, and informatics research. NMSU herbaria is recruiting volunteers to support the curation and preservation of over 120 thousand specimens and their associated data held at the herbaria.

The role of the NMSU herbaria crew is to assist with carrying the basic level tasks to preserve herbarium specimens, conduct data entry, and imaging of specimens. This position involve working with a variety of student herbarium technicians and curators. You will gain insights into the plant management techniques that form the foundation to make available information specimen information that can be used for scientific research, education, and outreach purposes.

We are seeking volunteers who are patient and detailed oriented with an interest in natural history collections. Whilst no formal training is required for these volunteers positions, we are keen too hear from those who are highly motivated, team players, and who have a passion for the natural world.

#### Duties and Key Result Areas:

- Basic level working knowledge of computers to transfer information from specimens into electronic format.
- Handling of specimens. This includes protocols in mounting, filing, sorting, and photographing
- Assist in basic herbarium curatorial tasks.
- Ability to work as a part of a team, to carry out task under limited direction and support of scientific research.
- Follow instructions in activities pertaining to the immediate work area, as required.
- Work collaboratively with colleagues and other volunteers, to reach objectives.
- Communicate effectively and respectfully with all staff, clients and suppliers in the interest of good business practice, collaboration enhancement of NMSU herbarium reputation.
- Adhere to the spirit and practice of NMSU's values, health safety and environmental plans and polices, Diversity initiatives and zero harm goals.
- Other duties as directed.

## Selection Criteria

Under NMSU herbarium policy only those who meet all essentials criteria can be appointed

### Pre- Requisites:

1. **Collaboration:** A history of professional and respectful behaviors and attitudes in a collaboration environment.
2. **Adaptability:** Thorough when performing work and conscientious about attending to detail when carrying out routine tasks under general direction.
3. **Problem solving:** Proven ability to identify routine problems and wiliness to incorporate a range of available alternative solutions.

### Essential criteria:

4. Proven ability to demonstrate initiative, actively contribute as a team member and share relevant and useful information.
5. Ability to communicate basic facts in a courteous manner, including listening and posing appropriate questions to gain factual information.
6. Ability to work effectively
7. The ability to focus on tasks requiring attention to detail and good manual dexterity.
8. Willingness to accept personal responsibility for doing the job well and looking for ways to make improvements.
9. Adaptability to accept the need for change to work routines or technology, and demonstrated ability and willingness to contribute novel ideas and approaches in support of digitizing the collections.

### Desirable criteria:

10. Experience handling and curating biological specimens, in a natural history museum setting.

**NMSU herbarium is a values based organization. You will need to demonstrate behaviors aligned to our values of:**

- Integrity of excellent science
- Trust & Respect
- Creative Spirit
- Delivering on commitments
- Health, safety & sustainability

## Other information:

### How to apply

Please apply for this position by e-mail to [sfuensor@nmsu.edu](mailto:sfuensor@nmsu.edu). If you are student, you will be also required to submit your resume, highlighting your experience as relevant to the role requirements. You may be asked to provide additional information relevant to the role. If so, then responding will enhance your application so please take the time to provide relevant succinct answers.

### Contact:

If after reading this document your require further information please contact the museum Director Dr. Sara Fuentes-Soriano via email: [fuensor@nmsu.edu](mailto:fuensor@nmsu.edu) or phone 575 646-3732

Volunteer application form:

First Name

Last Name

Date

Aggie ID

Major

Address

City, Zip Code

E-mail

Phone

Emergency contact name

Phone emergency contact

**Anticipated hrs. of commitment for volunteering opportunity? (weekly)**

4hrs./week >4hrs./week

**Please specify the day(s) you prefer to volunteer:**

M      T      W      Tr.      F

**Hour per day: {please specify}**

Morning \_\_\_\_\_

Afternoon \_\_\_\_\_

No preference \_\_\_\_\_