



Intern Position Job Description

Department: Zoology Collection

Job Title: Zoology Curator Intern

Purpose: Assist Zoology Curatorial staff with collections management tasks while learning curatorial methods applicable to different types of biological collections.

Location: Geier Collections and Research Center, 760 West Fifth St, Cincinnati, OH

Key Responsibilities:

- Help prepare specimens for incorporation into collection
- Catalog and label specimens in the collection
- Enter catalog information into digital databases
- Work will be performed in multiple taxonomic areas including Entomology, Herpetology, Ornithology, and Mammology, with dry and fluid-preserved specimens
- Other work to be assigned in assistance of Zoology Curator

Requirements:

- Current College/University student
- Excellent attention to detail
- Good organizational abilities
- Interest in zoology, biology, or related field
- Possess a basic knowledge of zoology or a related field
- Familiar with spreadsheet databasing (Excel)

Reports To: Heather Farrington, Zoology Curator

Length of Appointment: 10 weeks

Time Commitment: 10 hrs/week

Dress Code: Long pants and closed-toe shoes must be worn during the majority of the tasks to be performed during this internship. Attire should be neat, but due to the nature of the work, casual clothing is expected.

Age Requirement: Student should be a currently-enrolled undergraduate or graduate student.