DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Herbarium Assistant ***DEPARTMENT:*** Biology

DATE: August 2017 ***SCHEDULE:*** Flexible

FLSA: Non-exempt ***REPORTING SUPERVISOR:*** Ioana Popescu x6838 ipopescu@drury.edu Kevin Jansen x6398 kjansen@drury.edu

JOB FUNCTION:

Transfer herbarium specimens on acid free paper.
Make copies of existing labels and attach it to the new herbarium paper.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

Percentage of Time	*Frequency*	*Description*
1. 90 %	As Needed	Transfer plant specimens to acid free paper, make copies of label and glue them on the new paper, while ensuring accuracy of the transferred specimens, and specimens' preservation.
2. 10 %	As Needed	Assist with various tasks for the Biology department.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be very patient as some herbarium specimens are old and frail.
2. Must be able to perform work that requires high attention to detail, and ensure accuracy.
3. Dependable, honest, and have a sincere interest in assisting the Biology Department.
4. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
5. Must have completed a FAFSA form (Financial Aid) for the current academic year.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.