

# CAL POLY HUMBOLDT



## Wildlife Museum Curator\_MWCC Coordinator

Department of Wildlife

Job #22-14

Close Date: Sunday, April 10, 2022

**(Job #22-14) Instructional Support Technician II, Wildlife Museum Curator/MWCC Coordinator, \$3,256 - \$5,649 monthly.** Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, non-exempt, 10/12 pay plan (work 10 months of the year with pay and benefits over 12 months), permanent position with a one-year probationary period in the Department of Wildlife. This position comes with a premium benefits package that includes outstanding vacation, medical, dental, and vision plans, life insurance, voluntary pre-tax health and dependent care reimbursement accounts, a fee waiver education program, membership in the California Public Employees Retirement System (PERS), and 14 paid holidays per year. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

***Now is an exciting time to join the Department of Wildlife as we transition to Cal Poly Humboldt!*** Cal Poly Humboldt has been named the state's third polytechnic institution and the first in Northern California. Backed by a historic state investment, we're adding in-demand new academic programs, building new facilities, and growing our enrollment. Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Cal Poly Humboldt can be found at [www.humboldt.edu](http://www.humboldt.edu).

**Position Summary:** Performs curatorial duties in the Wildlife Museum and provides support for Wildlife courses that utilize museum specimens. With the Facility Director, coordinates the Marine Wildlife Care Center (MWCC), facility, equipment maintenance, spill response preparation, and participation in all aspects of oil spill response.

### **Key Responsibilities:**

75% Curatorial responsibilities in Wildlife Museum. Responsible for over 15,000 specimens, many which are fragile, rare, and irreplaceable.

1. Provide instructional support for Wildlife classes.
2. Process incoming material to the museum.
3. Pest control in the museum.

4. Manage museum collections databases.
5. Maintain currency in curatorial techniques and curatorial conservation issues.
6. Maintain museum permits.
7. Disseminate information and facilitate use of the collections by the scientific community and the public.
8. Maintain museum files including permits, accessions, loans, correspondence, specimen data and scientific reports.
9. Maintain departmental ornithological book collection.
10. Maintain equipment and supplies.

25% Coordinate MWCC facility

Be on call at all times (24/7/365) in case of an oil spill or individual oiled birds, unless other arrangements are made with the Facility Director (e.g. for vacation).

1. Spill response.
2. Outreach/Coordination.
3. Maintain facility readiness in coordination with facility director and HSU facilities maintenance.
4. Planning and development.
5. Coordinate training and response with California's Oiled Wildlife Care Network.

**Knowledge, Skills, and Abilities Associated with this Position Include:** Knowledge of current curatorial conservation practices as applied to bird and mammal specimens, experience in the preparation of birds and mammals as study skins, skeletons, fluid preserved and taxidermic mounts, knowledge of vertebrate anatomy. Familiarity with state and federal permitting requirements as they apply to the collection, salvage and possession of birds and mammals. Knowledge of issues relating to museum pest control as applied to vertebrate specimens. Ability to identify bird and mammal species, knowledge of bird and mammal taxonomy and familiarity with technical literature pertaining to taxonomic changes. Familiarity with safety issues regarding animal borne diseases and handling animal carcasses. Knowledge of handling, storage, and disposal of biohazard and chemical reagents and waste in accordance with local, state, and federal regulations. Experience in or demonstrated ability to learn rehabilitation of oiled birds, ability to work harmoniously with faculty, staff and students, ability to work under minimum supervision, ability to anticipate instructional needs and prepare specimens for classroom use. Ability to supervise others (including students and volunteers), familiarity with spreadsheet and database programs to maintain specimen data for museum use and MWCC inventory. Ability to perform general equipment maintenance and operation of basic power tools. Ability to change work schedule in the event of an oil spill and work overtime, nights or weekends.

**Minimum Qualifications:** Demonstrable knowledge of and experience in museum techniques and bird and mammal specimen preparation. Ability to plan, organize, and schedule instructional support activities with faculty. Ability to maintain records of museum specimens. Ability to learn skills necessary to participate in oiled wildlife rehabilitation, including obtaining and keeping current a HAZWOPER certificate.

AND  
Equivalent to three years of experience instructional support services for a related unit or discipline, or in producing materials or supplies or repairing equipment in a discipline related to the area to which assigned. OR  
Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area may be substituted for one year of the required experience.  
OR

Equivalent to four years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area to which assigned may be substituted for two years of the required experience.

**Preferred Qualifications:** Bachelor's degree in life sciences or a related discipline. Master's degree or equivalent research experience in the life sciences. Experience assisting instruction. Experience in oiled wildlife rehabilitation.

**Application Procedure:** To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- Cal Poly Humboldt Employment History Form (Cal Poly Humboldt Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the Cal Poly Humboldt Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

**CLICK HERE TO APPLY NOW:** <http://apply.interfolio.com/104120>

**Application Deadline:** The deadline to submit application materials is 11:59 p.m. on Sunday, April 10, 2022.

Any inquiries about this recruitment can be directed to [careers@humboldt.edu](mailto:careers@humboldt.edu) or Cal Poly Humboldt's Human Resources Office at (707) 826-3626.

Cal Poly Humboldt sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Cal Poly Humboldt is part of the 23-campus California State University system and one of only three polytechnic universities in the system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, Cal Poly Humboldt is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,500. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

*Working in the state of California is a condition of employment for this position. Even if part or all of an employee's assignment can be performed remotely, the employee must maintain a permanent residence in the state of California. The employee must be able to accept on-campus work assignment, as assigned, and come to campus when needed.*

*CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to [hr@campus.edu](mailto:hr@campus.edu).*

*Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, California Education Code section 67380, and the Higher Education Opportunity Act (HEOA), the Cal Poly Humboldt Annual Security Report is available at: <https://clery.humboldt.edu/content/annual-security-reports>.*

**CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)**

*Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.*

*Cal Poly Humboldt is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Cal Poly Humboldt can be found at [www.humboldt.edu](http://www.humboldt.edu).*

*Cal Poly Humboldt is a Title IX/Affirmative Action/Equal Opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. Mandated Reporting: This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*

*Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.*

Class Code: 1617

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See more photos at [Cal Poly Humboldt's Flickr page](#).