Student Employee Position Description

Job Title: Anthropology Collections Tech (work study only)
Division: Collections
Supervisor: Elizabeth Kallenbach
Hours per Week: 10 hours minimum
Compensation: $14.20–15.15 per hour

The University of Oregon’s Museum of Natural and Cultural History (MNCH) enhances knowledge of Earth’s environment and cultures, inspiring stewardship of our collective past, present, and future. MNCH is Oregon’s primary repository for anthropological and paleontological collections.

Purpose of Position:
Working with the collections manager, this position will assist with the processing of incoming anthropological collections for curation, inventory of current collections, and miscellaneous other, collections-related tasks.

Duties:
Duties will include processing of incoming anthropological collections for curation, inventory of current collections, and miscellaneous other, collections-related tasks. Some lifting of heavy artifact containers will be involved, as well as ladder access to stacked storage cabinets. This is an on-campus in-person position, weekdays only.

We recognize that the qualifications required to excel in this position can come from a range of both professional and lived experiences. Below we describe what we believe to be the most important qualifications for a candidate to have, and we are open to many different backgrounds and experiences that can lead people to develop these skill sets. We strongly encourage applications from anyone who feels passionate about the work and believes they have what it takes to thrive in this role.

Qualifications:
- Must be accurate, careful, and neat.
- Ability to lift heavy objects and containers.
- Ability to climb a ladder.
- PC experience.
- Work Study is required

Preferred Qualifications:
- Archaeological experience and/or experience in archive-related fields.

How to Apply:
Application accepted through the Handshake website (https://career.uoregon.edu/handshake). Submit a cover letter, résumé, and two professional references. Please include your current class schedule and confirm that you have federal work study. Resume review is ongoing. Position closes October 13, 2023.
Start Date: October 30, 2023.

Questions? Contact Elizabeth Kallenbach, eak@uoregon.edu