



Part-Time Collection Manager

PART-TIME POSITION

JOB DUTIES

The Part-time Collection Manager will manage and provide support in the paleontology and anthropology repository/laboratory. This position will also be responsible for proper care and housing of artifacts. This position is in response to the request by the State of Colorado for an anthropology and natural history repository in southern Colorado.

1. Establish and manage an anthropology and natural history repository that adheres to state, federal, and international regulations, standards, and practices.
2. Facilitate labs and workshops to develop collection management skills including proper fossil collection, preparation, identification, storing, and preservation of artifacts and fossils to enhance students' experiences at Otero to promote retention and completion.
3. Supervise and facilitate hands on educational experiences by new and returning students experiencing curation, research, and preservation of fossils and artifacts.
4. Maintain and update inventory of artifacts housed in repository/laboratory.
5. Collect data relevant for reporting student use of repository/laboratory, as well as reporting required information as requested.
6. Assist with field trips and field schools pertaining to fossil or artifact collection and curation.
7. Support students in their undergraduate research.
8. Demonstrate commitment and ability to develop equitable and inclusive learning environments.

MINIMUM QUALIFICATIONS:

- Associate degree from an accredited institution or relevant experience or combination of education and relevant experience
- Strong knowledge of fossil and artifact collection, preservation, and documentation
- Commitment to supporting diverse populations

PREFERRED QUALIFICATIONS:

- Bachelor's Degree from an accredited institution
- 4 years of professional experience in fossil and artifact collection, preservation, and documentation.
- Demonstrated experience in facilitating single and group hands on educational experiences for students
- Experience with software, educational tools, and/or computer programs.
- Demonstrated commitment to supporting and serving diverse student populations, with special emphasis on first-generation, low-income, and students of color.

START DATE: ASAP

COMPENSATION: \$25 per hour

PART-TIME POSITION: Up to 28 hours per week, 46 weeks per year

APPLICATION INSTRUCTIONS:

For considerations, an applicant file must contain:

1. Cover letter addressing the minimum and preferred qualifications
2. Resume
3. Names and phone numbers of three professional references
4. Copy of unofficial transcripts (Official transcripts requested upon hire)

Please submit the application file to:

Kelsey Barbee
Director of Human Resources
Otero College
1802 Colorado Avenue
La Junta, CO 81050
719 384-6824
or via email at kelsey.barbee@otero.edu

APPLICATION DEADLINE: Open Until Filled – 1st review will begin April 29, 2024

Applicant must submit to and pass a background check