POSITION ANNOUNCEMENT

TITLE:     PALEONTOLOGY, ASSOCIATE CURATOR
DEPARTMENT:    PALEONTOLOGY, JOHN D. COOPER CENTER
REPORTS TO:  DIRECTOR
CLASSIFICATION:  FULL-TIME
SALARY RANGE:  $50,000 - $55,000 ANNUAL
FLSA STATUS:    EXEMPT

*Please be aware that funding for this position is awarded through a Grant/Contract over a specified period. Employment for this position beyond current Grant/Contract funding is contingent upon continued funding.

The John D. Cooper Archaeological and Paleontological Center, a partnership between Orange County and California State University, Fullerton, prepares and curates fossils and artifacts recovered from construction and development sites. The collections, estimated at 6 million objects, document the history of life in OC for the past 180 million years, including human occupation from at least 10,000 to 50 years ago. They are used in research, public engagement (events, exhibits, lectures), K-12 education and university research and teaching.

POSITION SUMMARY:
The Associate Curator for Paleontology will oversee the paleontological collections (vertebrate, invertebrate, plant and microscopic fossils) at the John D. Cooper Archaeology and Paleontology Center facility, Santa Ana, under the direct supervision of the Director and will work closely with the Archaeology Curator on projects deemed essential to the scientific, educational and outreach development of the collection. The Associate Curator for Paleontology will work in tandem with the Associate Curator for Archaeology. See www.jdcoopercenter.org for more information.

ESSENTIAL FUNCTIONS:

Basic Functions:
- Assist with expanding the research, educational, funding and public outreach opportunities for the Cooper Center.
- Maintain site protocols and report all operations and issues regularly to the Director and Archaeology Curator.
- Write reports as required supporting the Director, Faculty associates, and Cooper Center.
- Other duties will include assisting the Director and Faculty associates with internal and external grant and contract activities and research.

Collections Management:
- Oversee and actively participate in accessioning, de-accessioning, cataloging, photographing, and storing paleontological materials according to established protocols.
- Oversee and maintain the paleontological database (Specify 6/7) for consistency within the cataloging system.
- Coordinate with the Director on the logistics of loaning exhibits, artifacts, or specimens to
other museums or institutions, as well as ensure that paleontological collections are accessible for external and internal research.

- Ensure the maintenance of loan records, and safe packaging and handling of specimens for transit.
- Prepare cost recovery estimates for the preparation and curation of potential acquisitions to the collection.
- Train and supervise students, interns and volunteers in the processing and digitizing of the paleontological collections.

**Paleontological Preparation:**
- Oversee students and volunteers in paleontological preparation, casting and molding, specimen repair and archival housing.
- Oversee maintenance of laboratory equipment.

**Outreach:**
- Work with other staff members on educational and public outreach activities as appropriate. This may include developing exhibits, educational programs, and talking to interested groups throughout Orange County and beyond. Includes some evening and weekend hours.
- Answer public inquiries as appropriate.

**Research:**
- Encourage students, faculty, and other scientists to pursue research on the collections.
- Develop a research program on vertebrate, invertebrate, plant, or microscopic fossils from Orange County. Attendance at professional meetings and workshops is encouraged.

**QUALIFICATIONS:**
- Strong technical background and experience in the preparation and curation methods for all types of paleontological materials including unprepared jackets and specimens, all types of fossils, literature, illustrations, photographs, 3-D scans, and files.
- Ability to work in a team environment and supervise students and volunteers.
- Experience in relational databases. Ability to maintain a large database (Specify 6/7).
- Possess good computer skills on standard programs used in offices and presentations.
- Ability to add to and maintain social media, including the Center's website.
- Exhibition experience for displaying paleontological materials.
- Experience with public outreach including lectures understandable to interested but not technical audiences.
- Knowledge of pertinent laws and regulations (e.g., California Environmental Quality Act, County of Orange Resolutions).
- Ability to write papers, reports and documents clearly and concisely in English.
- Highly organized and motivated.

**EDUCATION:**
Master’s or Ph.D. degree from an accredited university in geology or biology with a specialization in paleontology is required. The individual’s area of expertise should include an understanding of North American paleontology (specific knowledge of California paleontology and geology preferred), technical knowledge of best paleontological curation practices, and familiarity with the pertinent laws. Ideally, candidates will have museum studies and geological training.
**BENEFITS:**
Comprehensive benefits package including; health, dental, vision, life/AD&D, health care flex plan, LTD, vacation, sick leave, holiday, credit union, tuition reimbursement and retirement plan 403(b) with company matching. All benefits will be administered according to policies and/or procedures.

**APPLICATION PROCEDURE:**
To be considered an applicant; you **must** apply through our online applicant portal found on the following site:

http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

*CSU Fullerton Auxiliary Services Corporation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.*