

Geology Stockroom Assistant

Job Title: Geology Stockroom Assistant

Supervisor: Jeretta Shoemaker

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Job duties: include, include but are not limited to:

- organizing rock and mineral samples
- labeling rock and mineral samples with paint, sharpie, and/or ink pen
- creating/maintaining database (Microsoft Excel or similar) of rock and mineral samples
- organize, labeling, and creating database of topographic and geologic maps
- working closely with Instructor Castonguay to identify unknown rocks and minerals
- creating database of data collected by geology students
- scanning documents and saving them in organized file tree
- scanning analog slides into a digital format
- occasional assistance with lab prep or post-lab clean-up

Other qualifications:

- must be able to lift 20 lbs, sometimes over-head and on ladder
- familiar with Microsoft Excel spreadsheet program
- some experience in geology desired, but not required