



## JOB INFORMATION

|                         |                              |
|-------------------------|------------------------------|
| Job Code                | AB04B                        |
| Job Description Title   | Curator II, Natural Sciences |
| Pay Grade               | LM08                         |
| Range Minimum           | \$44,590                     |
| 33rd %                  | \$53,510                     |
| Range Midpoint          | \$57,970                     |
| 67th %                  | \$62,430                     |
| Range Maximum           | \$71,350                     |
| Exemption Status        | Exempt                       |
| Approved Date:          | 1/1/1900 12:00:00 AM         |
| Legacy Date Last Edited | 11/10/2022                   |

## JOB FAMILY AND FUNCTION

|               |                               |
|---------------|-------------------------------|
| Job Family:   | Libraries, Archives & Museums |
| Job Function: | Curator                       |

## JOB SUMMARY

Provides curatorial management for the University to include maintaining collections and databases.

## RESPONSIBILITIES

- Identifies, accessions, catalogues, maintains, preserves, restores and disposes of collections.
- Creates and maintains databases, field notes, and other associated records and documentation.
- Builds and improves collections.
- Provides public tours and assists teachers, students and visiting researchers.
- Assists faculty, executives, study teams and student groups with projects.
- Obtains funding for collections operation.
- May prepare manuscripts for submission to journals.
- May coordinate and oversee the maintenance of facilities and grounds.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                           |
|----------------------------|---------------------------------------------------------------------------|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
|----------------------------|---------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education                         |     | Years of Experience | Focus of Experience                                                         |  |
|-------------------|--------------------------------------------|-----|---------------------|-----------------------------------------------------------------------------|--|
| Bachelor's Degree | Degree related to specific scientific area | And | 2 years of          | Experience in the procurement and maintenance of collections for exhibition |  |

|                                                                                                                                                                                                                                                                                                       |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Substitutions Allowed for Experience                                                                                                                                                                                                                                                                  | Yes |
| <i>Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.</i> |     |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

### PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              | X          |            |        |
| Hearing                       |       |        |              | X          |            |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

### WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        | X            |            |            |
| Extreme heat           |       |        | X            |            |            |
| Humidity               |       |        | X            |            |            |
| Wet                    |       |        | X            |            |            |
| Noise                  |       |        | X            |            |            |
| Hazards                |       |        | X            |            |            |
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       |        | X            |            |            |
| Vibration              |       |        | X            |            |            |

### Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.

