**Title of Position**: Biodiversity Commons - Level 2

**Division/Department**: SENRS

**Job Duties**

* Assist the technologist in bar coding every item that students are able to sign out as well as replacing old and faded bar codes.
* Assist the technologist in supporting the students using the Biodiversity Commons and Lab on a daily basis.
* Collect data on the specimens/equipment/geomatics software and input them into the collection database.
* Create forms and reports in the database for easy access to information on specimens and equipment that need to move into the Biodiversity Commons.
* Work with the technologists from all programs to create help sheets/videos/web appropriate files on equipment use.
* Assist the technologist with keeping the Biodiversity Commons Website up to date.
* Assist the technologist with labeling of shelves to help keep equipment organized.
* Assist the technologist in repairing damaged equipment and replacing specimens from numerous study sets kept in the Biodiversity Commons.

**Qualifications**

* Excellent communication and customer service skills.
* Dependable and reliable.
* Excellent time management skills.
* Natural resource background.
* Strong problem solving skills.
* Working knowledge of Microsoft Word/Excel/Access.

**Additional Information ie special equipment or travel**