SOUTH DAKOTA SCHOOL OF MINES TECHNOLOGY

FEDERAL WORK-STUDY
JOB DESCRIPTION

Academic Year 2009-2010

Department: Museum of Geology

Department Head: James Martin, Heidi Minkler

Department Location Building name and Room No: O'Harra Museum, Paleo Labs

Department Telephone No: 605-394-2467

Number of Positions to be filled: 10-15

Average number of hours per week each student would be expected to work: 10

Specific qualifications or experience (i.e. Computer Science majors):

Work with the public, be friendly and have good people skills, Work some weekends. Speak and understand English clearly, other languages a plus. Knowledge of geology, minerals, and paleontology. Have the ability to work with a cash register and credit card system. Knowledge of surrounding area would be helpful.

Specific duties:

Monitor museum while exhibits are open to the public; clerical tasks; take messages; work with fossil specimens; assist public with purchases; and assist Museum Gift Shop Manager. Some collections work and lab work is also possible.