PNNM-Loyola SES Internship Program
Collection Intern

**PNNM-Loyola SES Internship Program Description:**
A Collection Internship will be available for the Spring 2023 semester at the Peggy Notebaert Nature Museum. Internship term is Spring semester 2023, starting in late January, with a minimum of 10 hours per week at a rate of $15.40 per hour for **up to a maximum of 140 hours ($2,156) per semester**. The projects and/or case(s) on which the student will assist are determined by the PNNM, and are subject to change depending on their level of urgency and importance. The student is expected to develop a work schedule that allows the PNNM to know when they can rely on the student intern being present. The student can take the internship for Experiential Learning/Internship credit, and both the PNNM staff and the SES Associate Dean for Academic Affairs will be involved in drafting expectations for course credit and conducting assessments of the student’s progress.

**IMPORTANT! Since this internship is funded by Loyola University and hours are logged in KRONOS, the total number of weekly hours cannot exceed 19.5 hours for all Loyola positions combined.**

**Application and Selection Process:**
To be considered for this position, **students will submit a 1-page resume which should include pertinent courses and experiences, and a 1-page statement of purpose which outlines what they hope to do with their career, and how this internship could help them advance their goals and enrich their Loyola experience. Please combine the resume and statement of purpose into one PDF document prior to submitting it. Students submit these materials to Ms. Eniko Racz (eracz@luc.edu) by January 2, 2023. The applications will be reviewed by a committee of PNNM and SES faculty/staff, and one candidate will be selected.**

*If you are applying to more than one external internship positions for the spring semester, please send a separate application for each position in a separate email.*

**INTERNSHIP DESCRIPTION — SPRING 2023**

**Internship Title:** Collection Intern  
**Internship Department:** Collections  
**Supervisor:** Senior Director of Collections, Assistant Collections Manager  
**Objective:** The intern will assist with processing botanical specimens in the Academy’s herbarium, improving the overall management, oversight, and preservation of these specimens and enabling access for research.
Background: The Chicago Academy of Sciences/Peggy Notebaert Nature Museum’s (CAS/PNNM) natural history collections are a library of the natural world, utilized by researchers studying a range of biodiversity topics. The Collections Department is currently undertaking a major project with the herbarium to fully process and catalogue botanical specimens in its backlog. Specimen data and images are made freely available online through our collections management system, Arctos (http://arctos.database.museum).

Responsibilities: Under the supervision of Collections staff, the intern will assist with processing botanical specimens into the herbarium, including: mounting plant specimens onto herbarium sheets, transcribing label data into the database, matching specimens to catalogue records, preservation repairs, filing botanical specimens into the herbarium, scanning botanical specimens, and related activities. The intern will complete one blog post about their internship experience to share with museum audiences through CAS/PNNM’s website.

Final Product(s): By the end of the internship, the intern will have processed and integrated botanical specimens in the herbarium and completed one blog post.

Qualifications: The applicant should have some knowledge or experience in the natural sciences. They must have computer proficiency and be comfortable learning more complex computer software systems; the internship requires using a complex database system and scanning software for which training will be provided. Manual dexterity to handle fragile botanical specimens is necessary. The intern must be self-motivated, detail oriented, have strong organizational skills, and able to follow directions.

Desired Majors: Preference will be given to those with a background in environmental sciences.

Learning Potential: This internship will provide hands-on experience working with physical botanical specimens and a dynamic collections management database, along with building greater understanding of the importance of scientific collections in biodiversity research.

Time Commitment (include hours and weekdays or weekends): Internship term is spring semester 2023 with a maximum of 140 hours, to meet requirements with the Loyola IES Internship Program. Work will be conducted at CAS/PNNM’s off-site Ravenswood Collections Facility, located at 4001 N Ravenswood Avenue. Office hours at the collections facility are Tuesday – Saturday, 9am – 5pm. The intern’s schedule will be coordinated with Collections staff.

To Apply: Submit your resume and cover letter in PDF format to the Loyola IES Internship Program.