PNNM-Loyola SES Internship Program
Collection Intern

PNNM-Loyola SES Internship Program Description:
A Collection Internship will be available for the Summer 2022 semester at the Peggy Notebaert Nature Museum. Internship term is Summer semester 2022, with a minimum of 10 hours per week at a rate of $15 per hour for up to a maximum of 140 hours ($2,100) per semester. If students are excellent interns for the ELPC, and desire to stay on longer in order to advance the project they are working on, they are eligible to apply for an extension of their internship for the Fall 2022 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 37.5 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 April 20, 2022. 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 summer semester, please send a separate application for each position in a separate email.

Collection Intern
Internship Department: Collections
Supervisor: Senior Director of Collections, Assistant Collections Manager

Objective: The Chicago Academy of Sciences / Peggy Notebaert Nature Museum’s (CAS/PNNM) natural history collections are a library of the natural world and are accessed by researchers studying a range of biodiversity topics. CAS/PNNM provides online access to collection data through its online collections management system, Arctos (http://arctos.database.museum). Georeferencing specimen localities helps facilitate greater online use
of specimen data by making data points available through searchable map queries. This internship will focus on georeferencing specimen localities for herpetology (reptiles and amphibians) or botanical (plant) records. **Responsibilities:** Under the supervision of Collections staff, the intern will use online georeferencing tools including GeoLocate and Google Earth to attach latitude and longitude coordinates to specimen locality data. Interns may use physical specimens for verification of locality data or conduct research for historic places.

**Final Product(s):** By the end of the internship, the intern will have georeferenced specimens in CAS/PNNM’s natural history collection, thereby improving the accessibility to these specimens for research.

**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. Familiarity with relational databases is helpful. They must be self-motivated, detail oriented, have strong organizational skills, and able to follow directions.

**Minimum GPA:** 2.5

**Desired Majors:** Preference will be given to those with a background in the natural sciences.

**Learning Potential:** This internship will build upon knowledge and skills relating to scientific collections and their importance in biodiversity research. The intern will gain experience using georeferencing tools and a collections management database.

**Time Commitment (include hours and weekdays or weekends):** Internship term is summer 2022 is for 140 hours, to meet with requirements with the Loyola IES Internship Program. Work will be conducted at CAS/PNNM’s off-site Ravenswood Collections Facility, at 4001 N Ravenswood Avenue, and may have the option for remote work following training. Office hours at the collections facility are Tuesday – Saturday, 9am – 5pm. The intern’s schedule will be coordinated with Collections staff.