PNNM-Loyola IES Internship Program
Collection Intern

PNNM-Loyola IES Internship Program Description:
One Collection Internship will be available for the Fall 2018 semester at the Peggy Notebaert Nature Museum. Internship term is Fall semester 2018 starting in September and with a minimum of 10 hours per week at a rate of $12 per hour for up to a maximum of $2,000 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 IES Associate Dean for Academic Affairs will be involved in drafting expectations for course credit and conducting assessments of the student’s progress.

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. Students submit these materials to Ms. Eniko Racz (eracz@luc.edu) by August 31, 2018. The applications will be reviewed by a committee of ELPC and IES faculty/staff, and one candidate will be selected.

Fall Semester PNNM-IES Internship opportunities:

Collection Intern
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 interested in a variety of topics. Georeferencing specimen localities helps facilitate greater online use of specimen data by making data points available through searchable map queries. CAS/PNNM is currently working on a grant funded by the National Science Foundation, part of which includes georeferencing. This internship will focus on georeferencing specimen localities for malacology (mollusks) records in CAS/PNNM’s online collections management system, Arctos (http://arctos.database.museum).

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.

By the end of the internship, the intern will have georeferenced specimens in CAS/PNNM’s malacology collection, thereby improving the accessibility to these specimens for research.
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.

Work will be conducted at CAS/PNNM’s off-site Ravenswood Collections Facility (4001 N Ravenswood Ave.). Office hours at the collections facility are Tuesday, Wednesday, Friday, and Saturday, 9am – 5pm. The intern’s schedule will be coordinated with Collections staff.

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 museum studies and/or the natural sciences

Project Mentor: Dawn Roberts. Internship will be hosted at the Collections Facility and Office, which is at an off-site location.

IMPORTANT! Since this internship is funded by Loyola University and hours are logged in KRONOS, the total number of weekly hours cannot exceed 20 for all Loyola positions combined.