Graduate Research Assistant, UAS 1572
Biological Sciences

Salary Range: $15.00/hourly

Work Schedule. This is a part-time position; Monday – Friday hours to be determined; non-exempt position. This position is not eligible for benefits.

Essential Functions: Under the direct supervision of the project Principal Investigator, the incumbent will provide technical and organizational support for the curatorial activities being conducted in the Cal State L.A. Herbarium. Major duties include: maintain workflow, training and managing of undergraduate digitizers, and processing/curating data.

Duties:

45%- Data curation. Process, database, and upload digital image files and associated metadata through the California Phenology Network’s data portal.

40%- Undergraduate observation. Train undergraduate student researchers in procedures for barcoding and imaging of specimens; oversee or assist students as necessary; manage schedule for undergraduate digitization activities.

10%- Workflow maintenance. Maintenance of the digitization’s workstation (lightbox, camera, and computer interface), organization and filing of CSULA specimens.

5%- Additional duties as assigned.

Requirements: The incumbent must be a student currently attending Cal State L A. A completed student employment application is required along with proof of course schedule to determine enrollment status. The incumbent must have a Bachelor’s degree from a four-year college or accredited university in Biology, Environmental Science, or related field. The incumbent must have experience conducting research and maintaining experimental data in a scientific laboratory; with plants, plant systematics, and/or herbarium specimens. The incumbent must also have excellent organizational and communication skills. The incumbent must also demonstrate an interest and or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Review of applications/resumes will begin December 28, 2018 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534
UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

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