



Job Title: Data Assistant

Department: Curation

Starting hourly wage: \$9.00 (25-29 hours per week)

Responsibilities

- Manage and maintain record systems, ensuring data quality and access as appropriate
- Enter and audit curation records in institution database to ensure the accuracy and validity of records
- File, organize and digitize paper records
- Assist Curator with registrar tasks and management of animal permits
- Work with Aquarists and Curator to manage the animal census process and database
- Analyze curation and education data to generate graphs and track trends
- Maintain field records and database for the Spotted Turtle headstarting project. Track and share progress and trends with project partners.
- Schedule and coordinate 6 annual beach clean-ups. Enter field records with Alliance for the Great Lakes. Gather equipment and manage logistics at the clean-up site, disposing of recyclables and trash as appropriate.
- Manage and maintain the aquarium's event calendar, activity forms files, and program waivers
- Manage aquarium's guest reviews and education survey responses
- Assist the Curator in writing protocols and procedures related to animal husbandry
- Track equipment inventory, warranties, and repair schedules
- Other duties as assigned by the Curator

Skills, Education, and Requirements

- College degree in biology, records management or other related field; or equivalent 1-3 years related experience
- Strong computer skills with Office Suite programs
- General knowledge of taxonomy, animal husbandry and conservation principles
- Knowledge of basic collection records management standards and best practices
- Excellent writing and editing skills
- Attention to details, resourceful and efficient multi-tasker
- Organized and self-motivated working effectively with limited supervision
- Strong verbal, written and interpersonal communication skills
- Self-starter who accepts and welcomes the need to be proactive and supportive
- Ability to set priorities and deliver results on time with minimal need for direct supervision

To Apply

The Aquarium is an EOE employer. To be considered for this position, please submit cover letter and resume to Stephanie White, Curator, at swhite@bhwc.com