

Senior Museum Scientist, Paleobotany (9722U) 77855
University of California, Berkeley

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Posted Apr. 30, 2025, set to expire Jul. 1, 2025

Job Title	Senior Museum Scientist, Paleobotany (9722U) 77855
Department	Museum of Paleontology
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 30, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Geology - Paleontology Botany/Plant Sciences
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Museum of Paleontology (UCMP) is one of seven campus natural history collections dedicated to understanding and sharing the history and diversity of Earth's biota through research and education. The UCMP is organized under the Office of the Vice Chancellor for Research as one of the Berkeley Natural History Museums. One of the largest paleontological collections in a university setting, UCMP provides unique training and teaching opportunities for students on the Berkeley campus and welcomes researchers from around the world. The museum reaches broader audiences through educational websites, community college outreach, teacher trainings, public lectures, and exhibit partnerships.

Application Review Date

The First Review Date for this job is: May 12, 2025. For full consideration please submit application materials by June 2, 2025.

Responsibilities

Collections Management and Support

- Management and curation of the fossil plant and recent cleared leaf collections in the Museum of Paleontology and associated records. Accession, identification, classification and cataloging of these collections. Evaluate and approve or deny requests for specimens requested for loan, destructive analysis, exhibit, and teaching.

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- Maintain specimen locality, image, and archival database records in conformity with UCMP standards and practices. Enter, update and serve computerized specimen and locality data, and related digital files in the UCMP database. Organize field notes and related archival materials related to the specimens and localities in the paleobotany collections in coordination with other museum scientists. Ensure proper storage, organization, curation, and database management of specimens in the UCMP collections in the Valley Life Sciences Building, Sather Tower, and the Regatta Facility.
- Supervise, train, and manage undergraduate and graduate student employees, student volunteers, non-student volunteers as required. Train curators and students in processing of their research collections. Process hiring paperwork and time recording for volunteers and employees as required.

Research

- Perform independent or collaborative research for peer-reviewed publication. Plan and conduct fieldwork related to the support of the paleobotany collections and the incumbent's research interests.

Department Safety Coordinator

- Manage UCMP laboratories. Train users for compliance with EH&S, Cal OSHA lab safety standards (e.g, PPE, SOPs, handling, disposal, and storage of hazardous chemicals). Train lab members on proper use of equipment and fossil preparation techniques.
- Maintain and update the EH&S lab roster, Laboratory Hazards Assessment Tool (LHAT), and RSS chemical inventories. Conduct annual lab self-inspections and coordinate EH&S in-lab inspections. Attend quarterly VLSB-Weill Hall joint safety committee meetings.

Administration and Planning

- Solicitation and management of external grants that pertain to the relevant portions of the UCMP collections, including writing proposals, preparation and filing of appropriate reports, organizing meetings, and management of budgets. Provide supporting documentation, materials and suggestions for extramural funding proposals as requested by the Director and/or supervisor.

Public Engagement

- Respond to requests, maintain correspondence, and perform administrative tasks related to the care and management of the paleobotany collections and their use by UC students, faculty and staff, as well as the broader community of users. Respond to government and public inquiries

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and information requests as assigned.

- Establish and maintain professional contacts with other institutions, professional societies, collection management staff, curators and scientists.
- Work with UCMP Education and Outreach staff on museum events and grant- funded outreach products based on specialized knowledge.

Journal Editing/Management

- Participate with other museum staff in management of UCMP journal, PaleoBios, and training of student editors.

Required Qualifications

- Four years of experience in curatorial work, including one year in a supervisory capacity; or an equivalent combination of education and experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position
- Experience in the principles and practices of general material conservation and preservation of fossilized material
- Specialized knowledge of plant paleontological preservation and storage
- Ability to independently develop and maintain professional contacts with other institutions, collections management staff, curators and scientists
- Ability to teach selected conservation/preservation treatments and documentation techniques
- Strong technological skills, with experience with data management and cleaning
- Demonstrated writing skills, with an ability to draft grant proposals, contextual materials, and peer reviewed publications
- Bachelor's Degree and/or equivalent years experience/training.

Preferred Qualifications

- Specialized knowledge of plant taxonomy and stratigraphy
- Broad knowledge of geology, geography, and paleontology of western US
- Demonstrated supervisory experience
- Laboratory work experience and broad knowledge of chemical safety standards
- Graduate degree in biology, geology, paleontology, or related discipline

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Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$73,077-\$117,559

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

How to Apply

To apply, please submit your resume and cover letter, including the names and contact information of three recommenders.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical

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conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative Action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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