Academic Associate (Herbarium Manager)

Faculty of Agricultural and Environmental Sciences

Department of Plant Science

Position Description

The Department of Plant Science of McGill University’s Faculty of Agricultural and Environmental Sciences invites applications for the position of Academic Associate (Herbarium Manager). The successful applicant will hold a part-time academic appointment as a member of the Contract Academic Staff.

The selected candidate would be responsible for overseeing all aspects of the management of the McGill University Herbarium collections; including the herbarium volunteer program, herbarium library collection and frozen flower teaching collection.

The McGill herbarium uses volunteer help from the McGill community as its main source of labour. The herbarium manager would oversee the recruitment and management of this labour source, as best fits the needs of the overall management of the McGill Hebarium. The herbarium manager will also oversee the planning and implementation of the new Macdonald Natural History collections, which will join together the McGill University Herbarium and the Lyman Museum under one roof and banner.

McGill’s Faculty of Agricultural and Environmental Sciences is located on the Macdonald Campus, 30 km from the city of Montreal, where there is a concentration of life sciences and pharmaceutical companies. The Campus comprises 650 hectares of farm and forested lands, experimental field stations and state-of-the-art student learning facilities (library and computer laboratories). Additional information concerning McGill, the Faculty, and the Department of Plant Science can be found on their respective web sites (www.mcgill.ca, www.mcgill.ca/macdonald, www.mcgill.ca/plant).

Job Duties

- Overseeing and implementing the integrated pest management of the collection; projects relating to improving the storage conditions of the collection; projects relating to improving access to the collections to researchers and instructors at McGill;
- Coordinating the physical and logistical move to the Macdonald Natural History museum;
- Managing the digitization of the collection; collection of plant material for undergraduate teaching and providing support to instructors using the collection for their undergraduate teaching;
- Providing expert plant identification aid to researchers at McGill;
- Responding to outside requests made to the herbarium;
• Making purchasing and other budget decisions for these and other tasks;
• Overseeing all aspects of education, outreach, and public service in regards to the herbarium;

Qualifications and Education Requirements

PhD in Plant Science or related field. Proven record of accomplishment in teaching and managing a herbarium. Familiarity with the McGill Herbarium would be considered a strong asset.

JOB DETAILS

Job Classification: Contract Academic Staff
Rank: Academic Associate
Job Status: Part-time
Salary: Commensurate with qualifications and experience
Application Deadline: March 31, 2019

APPLICATION PROCESS

Applications must be submitted by e-mail to applynow.plantscience@mcgill.ca

The following supporting documents are required:

• A cover letter and curriculum vitae
• The names and contact information of three referees

We thank all applicants for their interest in McGill University. However, the Department of Plant Science will only contact applicants selected for an interview.

COMMITMENT TO EQUITY AND DIVERSITY

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome and encourage applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

McGill further recognizes and fairly considers the impact of leaves (e.g., family care or health-related) that may contribute to career interruptions or slowdowns. Candidates are encouraged to signal any leave that affected productivity, and may have had an effect on their career path. This information will be considered to ensure the equitable assessment of the candidate’s record.
McGill implements an employment equity program and encourages members of designated equity groups to self-identify. It further seeks to ensure the equitable treatment and full inclusion of persons with disabilities by striving for the implementation of universal design principles transversally, across all facets of the University community, and through accommodation policies and procedures. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Professor Angela Campbell, Associate Provost (Equity and Academic Policies) by email or phone at 514-398-1660.

All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadians and permanent residents will be given priority.

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