

Name_____

Class_____ Date_____

Job Title	Entomologist/Insect Collection Manager
Job Description	Entomology is the study of insects. This job title for this career is Insect Collection Manager. The Collection Manager is involved in all aspects of care and maintenance of the Field Museum Insect Collection and collaborates with curators in management of the collection. This position will also interact with the Field Museum of Natural History Action and Integrative Research Centers, as well as Education and Exhibits.
Job Salary	United States
25th Percentile Total vs. Hourly	Total - \$85,910 Hourly - \$41.30
75th Percentile Total vs. Hourly	Total - \$151,400 Hourly - \$72.79
Mean Total vs. Hourly	Total - \$123,140 Hourly - \$59.20
Job Salary	North Dakota
25th Percentile Total vs. Hourly	Total - \$69,550 Hourly - \$33.44
75th Percentile Total vs. Hourly	Total - \$97,960 Hourly - \$47.10
Mean Total vs. Hourly	Total - \$83,860 Hourly - \$40.32
Career Outlook	Employment of biological scientists is projected to grow 21% due to the growth of the biotechnology industry. The Federal Government is a major source of this funding so this shouldn't be a major concern. Employment of natural sciences managers is expected to grow around 8%. Opportunities for natural sciences managers should be best in the rapidly growing medical and environmental services.

Majors for this Career	Masters in Biology (with emphasis in Entomology) PhD (with emphasis in Entomology)
Employment Overview	Entomologist / Insect Collection Manager for Field Museum of Natural History
Job Zone	Job Zone 5
Job Zone Descriptions <ul style="list-style-type: none"> • Overall Experience • Education • Job Training • Examples 	<p>Overall Experience - Extensive skill, knowledge, and experience are needed for these occupations. Many require more than five years of experience.</p> <p>Education - At a minimum, a bachelor's degree is required for these occupations. However, many also require a graduate school degree such as a Master's, Ph.D, M.D., or J.D.</p> <p>Job Training - Employers may need some on-the-job training, but most of these occupations require that you already have the necessary skills, knowledge, work-related experience, and/or training.</p> <p>Examples - Lawyers, instrumental musicians, physicists, counseling psychologists, and surgeons.</p>
Related Occupations or Agencies /Departments	<ul style="list-style-type: none"> • Federal government agencies (EPA, USDA, APHS) • State Department of Agriculture & Ecology • State Agricultural Research Stations & Research • Agrichemical Company Representatives & Sales • Time & Seed Production • Entomologist Researcher • Sales • Pest Control Operators • Parkland & Golf Course Pest Management Specialists • Mosquito Abatement Districts • Food Processing Industry • Public Health Service • United Nations - Pest Control & Disease • Veterinary Entomologist • Armed Forces - Exotic Pests & Disease • Urban Entomologist
Colleges Offering This Major	North Dakota <ul style="list-style-type: none"> • North Dakota State University - School of Natural Resource Sciences

<p>Tuition Per Year</p> <ul style="list-style-type: none"> • Per Credit/ Semester • Books & Supplies • Room & Board • Miscellaneous 	<p>North Dakota</p> <ul style="list-style-type: none"> • NDSU - Undergraduate - 2 Semesters Total Expenses \$15,222
<p>Colleges Offering This Major</p>	<p>Out-of-State</p> <ul style="list-style-type: none"> • Washington State University - Department of Entomology • Cornell University (New York) - Department of Entomology • University of Minnesota - Department of Entomology
<p>Tuition Per Year</p> <ul style="list-style-type: none"> • Per Credit/ Semester • Books & Supplies • Room & Board • Miscellaneous 	<p>Out-of-State</p> <ul style="list-style-type: none"> • WSU - Undergraduate - 2 Semesters Total Expenses \$40,426 • WSU - Graduate - 2 Semesters Total Expenses \$41,130 • Cornell University - 2 Semesters Total Expenses \$63,604 • U of M - 2 Semesters Total Expenses \$31,374

<p>Job Activities</p>	<p>Copy information. Write at least one original sentence personalizing this information to fit your specific career. Be sure to include correct terminology.</p>
<p>Updating & Using Relevant Knowledge</p> <p>Importance for Success - 68</p> <p>Proficiency Level - 74</p>	<ul style="list-style-type: none"> • Keeping up-to-date technically and applying new knowledge to your job. <p>SENTENCE: When new insects arrive at the museum, I will incorporate them in to collection including sorting and ID-ing, preparing specimens, cataloging, labeling, and installation.</p> <p>SENTENCE: It is vital to understand the international and domestic regulations for shipments of alcohol-preserved specimens.</p>
<p>Making Decisions & Solving Problems</p> <p>Importance for Success - 78</p> <p>Proficiency Level - 66</p>	<ul style="list-style-type: none"> • Analyzing information and evaluating results to choose the best solution and solve problems. <p>SENTENCE: One of my job requirements as Insect Collection Manager will be developing grant proposals for collection improvements.</p>
<p>Getting Information</p> <p>Importance for Success - 83</p> <p>Proficiency Level - 70</p>	<ul style="list-style-type: none"> • Observing, receiving, and otherwise obtaining information from all relevant sources. <p>SENTENCE: With my degree in Entomology, I will have the opportunity to conduct research to a limited extent.</p>
<p>Interacting with Computers</p> <p>Importance for Success - 74</p> <p>Proficiency Level - 47</p>	<ul style="list-style-type: none"> • Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. <p>SENTENCE: Because technology plays a major role in this career, I will be responsible for digitizing specimens and importing that information into different collection databases.</p>

<p>Analyzing Data or Information</p> <p>Importance for Success - 84</p> <p>Proficiency Level - 65</p>	<ul style="list-style-type: none"> Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts. <p>SENTENCE: A majority of my time as Insect Collection Manager will be spent monitoring and maintaining collection supplies and equipment.</p>
<p>Communication with Persons Outside Organization</p> <p>Importance for Success - 68</p> <p>Proficiency Level - 60</p>	<ul style="list-style-type: none"> Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or email. <p>SENTENCE: Because my job title is Insect Collection Manager, I will be required to communicate with others on a daily basis.</p> <p>SENTENCE: I will need to provide assistance to visitors in their use of the different insect collections.</p> <p>SENTENCE: Additionally, I will provide the public and professional contacts with information they need from the collection.</p> <p>SENTENCE: Last but not least, I will be the liaison with federal and state authorities and other entomology collectors and researchers.</p>
<p>Scheduling Work & Activities</p> <p>Importance for Success - 70</p> <p>Proficiency Level - 61</p>	<ul style="list-style-type: none"> Scheduling events, programs, and activities, as well as the work others. <p>SENTENCE: As manager, I will collaborate with curators in the management of the collection in order to set up activities.</p> <p>SENTENCE: Furthermore, educational and exhibit groups will meet with me to discuss agendas and specific calendar activities.</p>
<p>Documenting & Recording Information</p> <p>Importance for Success - 70</p> <p>Proficiency Level - 51</p>	<ul style="list-style-type: none"> Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form. <p>SENTENCE: My responsibilities include the preparation, identification, care, and organization of specimens and associated materials.</p> <p>SENTENCE: It is essential that I maintain accurate records relevant to the collection such as KE Software's Electronic Museum Management System (Emu), loan invoices, accession files, and field notes.</p>

<p>Communicating with Supervisors, Peers, or Subordinates</p> <p>Importance for Success - 81</p> <p>Proficiency Level - 68</p>	<ul style="list-style-type: none"> • Providing information to supervisors, co-workers, and subordinates by telephone, in written form, email, or in person. <p>SENTENCE: Training and supervision of staff and volunteers in their collection related duties will be a major part of my daily responsibilities.</p> <p>SENTENCE: Supervisory skills are necessary for directing collection personnel.</p> <p>SENTENCE: I will be the person the FMNH Action and Integrative Research Centers contacts.</p>
<p>Abilities Required</p>	<p>Copy information. Write at least one original sentence personalizing this information to fit your specific career. Be sure to include correct terminology.</p>
<p>Problem Sensitivity</p> <p>Importance for Success - 69</p> <p>Proficiency Level - 55</p>	<ul style="list-style-type: none"> • The ability to tell when something is wrong or is likely to go wrong. It does NOT involve solving the problem, only recognizing there is a problem. <p>SENTENCE: An example of using this ability when I am the Insect Collection Manager would be if I noticed a particular specimen didn't look like it was preserved correctly. I would then alert one of the scientists who could investigate this concern more thoroughly.</p>
<p>Oral Expression</p> <p>Importance for Success - 78</p> <p>Proficiency Level - 71</p>	<ul style="list-style-type: none"> • The ability to communicate information and ideas in speaking so others will understand. <p>SENTENCE: As a manger, it is my job to train and supervise staff and volunteers so it is essential I can communicate with people at an expert level.</p>
<p>Inductive Reasoning</p> <p>Importance for Success - 75</p> <p>Proficiency Level - 64</p>	<ul style="list-style-type: none"> • The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). <p>SENTENCE: One of the perks for my job is that I am allowed to conduct research to a certain extent. One of my goals is to use my degree in entomology to discover a natural repellent to diseased mosquitos that has been overlooked by modern science.</p>

<p>Oral Comprehension</p> <p>Importance for Success - 78</p> <p>Proficiency Level - 79</p>	<ul style="list-style-type: none"> • The ability to listen to and understand information and ideas presented through spoken words and sentences. <p>SENTENCE: As the liaison for the museum, I must be able to understand specific laws and regulations for shipments of alcohol-preserved specimens set forth by federal and state authorities.</p>
<p>Deductive Reasoning</p> <p>Importance for Success - 72</p> <p>Proficiency Level - 71</p>	<ul style="list-style-type: none"> • The ability to apply general rules to specific problems to produce answers that make sense. <p>SENTENCE: As with any business, problems will arise with the technology and I will have to rely on my training to troubleshoot those problems.</p>
<p>Written Expression</p> <p>Importance for Success -69</p> <p>Proficiency Level - 68</p>	<ul style="list-style-type: none"> • The ability to communicate information and ideas in writing so others will understand. <p>SENTENCE: A majority of the funding for the museum is through federal funding that is received through grants. The applications are complicated and require the utmost clarity and expertise writing skills.</p>
<p>Speech Clarity</p> <p>Importance for Success - 75</p> <p>Proficiency Level - 71</p>	<ul style="list-style-type: none"> • The ability to speak clearly so others can understand you. <p>SENTENCE: Etymology is a captivating and unique field of study so when education groups attend the museum, I must be able to inform them in a way that peaks their interests.</p>
<p>Near Vision</p> <p>Importance for Success - 62</p> <p>Proficiency Level - 59</p>	<ul style="list-style-type: none"> • The ability to see details at close range (within a few feet of the observer). <p>SENTENCE: The preparation of specimens requires detailed identification, and most insect parts are microscopic in nature.</p>

<p>Written Comprehension</p> <p>Importance for Success - 75</p> <p>Proficiency Level - 71</p>	<ul style="list-style-type: none"> • The ability to read and understand information and ideas presented in writing. <p>SENTENCE: The museum has a specific design for cataloging the specimens that is aligned with national and international standards among other top museums so I must be able to follow the rules exactly for incorporating new materials into the collection.</p>
<p>Nature of the Work</p>	<p>Write complete, detailed sentences incorporating realistic examples and correct terminology.</p>
<p>3 Interesting Facts</p>	<ol style="list-style-type: none"> 1. Natural sciences managers plan, coordinate, and direct research, design, and production activities. 2. They determine scientific goals within broad outlines provided by top executives, and they make detailed plans to accomplish these goals. 3. Sciences managers conduct their own research in addition to managing the work of others.
<p>Common Tasks</p>	<p>After carefully reading over the list of common tasks, copy the ones you select word-for-word.</p>
<p>3 Enjoyable Tasks</p>	<ol style="list-style-type: none"> 1. Plan and direct research, development, and production activities. 2. Provide for stewardship of plant and animal resources and habitats, study land use, monitor populations, or provide shelter, resources, and medical treatment. 3. Sciences managers conduct their own research in addition to managing the work of others.
<p>3 Less Favorable Tasks</p>	<ol style="list-style-type: none"> 1. Prepare and administer the budget, approve and review all expenditures, and prepare financial reports. 2. Advise and assist in obtaining patents and/or meet other legal requirements. 3. Responsible for dismissing any employee or employees who do not comply with company rules or adhere to corporate work ethics.

<p>Job Conditions</p>	<p>After carefully reading over the list of job conditions, copy the ones that appeal to you word-for-word and include the level of importance. Then explain how each condition would specifically apply to your career. Last but not least, write one sentence that explains a possible challenge you may face.</p>
<p>Top 5 Favorable Job Conditions</p>	<p>1. <u>Indoors, Environmentally Controlled</u></p> <ul style="list-style-type: none"> • Importance for Success - 92 <p>SENTENCE: I like working indoors rather than doing field study so the museum atmosphere is perfect.</p> <p>2. <u>Coordinate or Lead Others</u></p> <ul style="list-style-type: none"> • Importance for Success - 88 <p>SENTENCE: As manager of the Insect Collection, it is my job to lead others in accomplishing their work activities.</p> <p>3. <u>Responsibility for Outcomes and Results</u></p> <ul style="list-style-type: none"> • Importance for Success - 76 <p>SENTENCE: Part of my evaluation will be based on how well the Insect Collection is utilized by the public and private sectors. If numbers are high that equates a job well done.</p> <p>4. <u>Contact With Others</u></p> <ul style="list-style-type: none"> • Importance for Success - 82 <p>SENTENCE: Managers must be in constant contact with others, and this requires a professional level of communication.</p> <p>5. <u>Importance of Being Exact or Accurate</u></p> <ul style="list-style-type: none"> • Importance for Success - 69 <p>SENTENCE: When conducting research, experiments must be done in a controlled environment, and accurate documentation is required.</p>
<p>Knowledge of Areas</p>	<p>After carefully reading over the list of knowledge areas, copy six that appeal to you word-for-word and include the importance of success and the level of proficiency needed.</p>

6 Important Knowledge Areas
(Microbiology/Natural Sciences Manager)

1. **Biology** – Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
 - Importance for Success – 96
 - Proficiency Level – 94

2. **English Language** – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
 - Importance for Success – 74
 - Proficiency Level – 77

3. **Chemistry** – Knowledge of chemical composition, structure, and properties of substance and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
 - Importance for Success – 70
 - Proficiency Level – 71

4. **Law and Government** – Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
 - Importance for Success – 62
 - Proficiency Level – 59

5. **Administration and Management** – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
 - Importance for Success – 60
 - Proficiency Level – 66

6. **Computers and Electronics** – Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
 - Importance for Success – 52
 - Proficiency Level – 56

Work Satisfaction

Carefully read over the lists of the work needs and work interests.

<p>Work Needs</p>	<p>After reading over this list, write the work needs, the definition, and the importance level. Then write at least one original sentence personalizing this information to fit your specific career. Be sure to include correct terminology.</p>
<p>5 Favorite Work Needs</p>	<ol style="list-style-type: none"> 1. <u>Autonomy</u> – Workers on this job plan their work with little supervision. Importance Level – 81 <p>SENTENCE: Because of my qualifications, I was hired at a management level so I am entrusted to do my job with very little supervision.</p> 2. <u>Working Conditions</u> – Workers on this job have good working conditions. Importance Level – 72 <p>SENTENCE: This job has benefits like health and retirement, and this company makes sure it creates a family friendly environment for it employees.</p> 3. <u>Responsibility</u> – Workers on this job make decisions on their own. Importance Level – 72 <p>SENTENCE: The Collection Manager is responsible for conducting maintenance and care for the Field Museum insect collection. I will play a key role in deciding how exhibitions are planned for public access.</p> 4. <u>Authority</u> – Workers on this job give directions and instructions to others. Importance Level – 72 <p>SENTENCE: As manager, I will be the one supervising employees and volunteers at the Field Museum of Natural History.</p>

	<p>5. Ability Utilization - Workers on this job make use of their individual abilities. Importance Level - 72</p> <p>SENTENCE: Because I have a degree in entomology, I am able to utilize my education and research expertise in the insect collection.</p>
<p>Work Interests</p>	<p>After reading over this list, write the work interests, the definition, and the importance level. Then write at least one original sentence personalizing this information to fit your specific career.</p>
<p>6 Work Interests</p>	<p>1. Investigative (Microbiology) - Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally. Importance Level - 100</p> <p>SENTENCE: With the opportunity to conduct hands-on research at the museum, an investigative interest is essential to a career in entomology.</p> <p>2. Enterprising - Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making decisions. Sometimes they require risk taking and often deal with business. Importance Level - 100</p> <p>SENTENCE: As the manager of the Insect Collection, I will be the one responsible for ensuring all projects and exhibitions start and finish at a professional level.</p> <p>3. Realistic (Microbiology) - Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and they do not involve a lot of paperwork or working closely with others. Importance Level - 61</p>

SENTENCE: I will be required to do hands-on work when cataloging and sorting the different insect specimens in the museum's collection.

4. **Conventional** - Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Importance Level - 33

SENTENCE: I am surprised this is not ranked higher because as a manager, I do have to follow specific procedures when documenting and cataloging specimens.

5. **Social** - Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

Importance Level - 11

SENTENCE: I believe this is ranked lower because as a manager, I will delegate to the employees who will be teaching and escorting visitors on tours throughout the museum's exhibits.

6. **Artistic** - Artistic occupations frequently involve working with forms, designs, and patterns. They often require self-expression and the work can be done without following a clear set of rules.

Importance Level - 6

SENTENCE: Careers focused on entomology and natural sciences managers are based on facts and procedures so there is not a lot room for creativity in this field.

Skills Utilized

Carefully read over the list of skill areas. Write the skill, the definition, the importance for success, and the proficiency level. What classes and practices in high school do you believe will better prepare you in this skill?

Skill Areas

1. **Science** (Microbiologist) - Using scientific rules and methods to solve problems.
Importance for Success - 88
Proficiency Level - 66

SENTENCE: Chemistry, Physics, Biology, and Advanced Biology are excellent classes to build a science foundation for someone who wants to major in entomology.

2. **Critical Thinking** (Microbiologist) – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Importance for Success – 78

Proficiency Level – 63

SENTENCE: With the adoption of the Common Core Standards, all classes require that high order thinking skills be taught on a regular basis. For example, one of the assignments in English requires students to research genocide then document feasible solutions that guarantee this heinous crime will never be repeated.

3. **Speaking** – Talking to others to convey information effectively.

Importance for Success – 78

Proficiency Level – 63

SENTENCE: Classes and extra curricular activities that require speaking help prepare students for this kind of career. Speech is also an excellent way to improve effective communication.

4. **Writing** (Microbiologist) – Communicating effectively in writing as appropriate for the needs of the audience.

Importance for Success – 75

Proficiency Level – 64

SENTENCE: English and business classes will help build a solid foundation in writing.

5. **Reading Comprehension** (Microbiologist) – Understanding written sentences and paragraphs in work related documents.

Importance for Success – 72

Proficiency Level – 71

SENTENCE: Classes that involve extensive reading such as English, science, social studies, and high math challenge students to not only follow directions, but also understand and expand on the written text.

6. **Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Importance for Success – 69

Proficiency Level – 66

SENTENCE: These are skills that students should be able to demonstrate in all classes. Active listening requires effort and self-control, and those who repeatedly don't demonstrate these skills will likely be fired.

7. **Time Management** – Managing one's own time and the time of others.

Importance for Success – 66

Proficiency Level – 68

SENTENCE: It is essential students know how to plan throughout the day and throughout the year. This is why, when used properly, the student planner is an effective resource. Deadlines are everywhere when you become an adult, from paying bills to presenting corporate projects.

8. **Operations Analysis** – Analyzing needs and product requirements to create a design.

Importance for Success – 66

Proficiency Level – 66

SENTENCE: We live in a digitally based society so any class (English, science, math, social studies, vo-tech) that encourages technology will only help your future career.

9. **Management of Personnel Resources** – Motivating, developing, and directing people as they work, and identifying the best people for the job.

Importance for Success – 62

Proficiency Level – 66

SENTENCE: Students should volunteer for leadership roles whenever possible. Other beneficial opportunities would be student council, national honor society, RYLA, and activities that are like in nature.

	<p>10. Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one. Importance for Success – 62 Proficiency Level – 59</p> <p>SENTENCE: Accounting and business classes would be beneficial for students planning to major in those careers.</p>
Education / Training	Document information. Be sure to apply general information to your specific career.
Overview of Education & Training	<p>In order to be natural sciences managers, 93% must have at least a basic college degree. Most have a Bachelor's degree plus experience.</p> <p>Ninety-three percent of Microbiologists must have a college degree and most require a Doctoral degree.</p>
In-Depth Look at Education & Training	<p>Years of Education</p> <ul style="list-style-type: none"> • Bachelor's Degree – 4 years • Master's Degree – 2-3 years • Doctoral Degree – 5-6 years <p>Total Years = Possibly 13 years</p> <p>Important Course Work</p> <ul style="list-style-type: none"> • Entomology, Chemistry, Physics, Microbiology, Biology, Mathematics, Applicable Legislation and Regulation (National and International), Business Management, Business Administration, Technology, Grant Writing, Business Ethics <p>Advancement</p> <ul style="list-style-type: none"> • Science managers must continuously upgrade their knowledge. As they gain experience, biological scientists typically gain greater control over their research and may advance to become lead researchers directing a team of scientists and technicians.
Major Concerns	<p>After researching this career, what are some major concerns you may have? These may be related to the course work you must complete in order to earn your degree, or these concerns may come after graduation and deal with the job itself. Be sure to use complete sentences and use detailed information.</p>

<p>5 Major Concerns</p>	<ol style="list-style-type: none"> 1. For me to earn the degrees I need to be an Insect Collection Manager, I will probably need to be in college for at least 10 years. I worried about the financial debt, which will be well over \$100,000, I will have to pay back once I graduate. 2. Math is not one of my strong subjects, and this career requires a lot of upper math classes. Either I am going to have to earn better grades and get some extra help from my teachers while I am in high school, or I might have to change careers. 3. I like small towns, but the major museums are located in large cities. This might be a tough transition for me, especially if I have to move across the country away from my family and friends. 4. Responsibility and leadership are two of my key strengths, but I am not sure how I will handle firing someone that isn't working up to his or her contract. I think that part of the job will be really stressful. 5. As Insect Collection Manager, I am allowed a limited amount of time to conduct research, but I concerned that my other responsibilities will overshadow this and I won't be able to fulfill this dream of mine.
<p>Ultimate Goal in this Career</p>	<p>My ultimate goal in this career would be to house the greatest insect collection in the United State while furthering my research on insect-related diseases.</p>
<p>Future Career</p>	<p>After completing this career study, I still am very interested in being an entomologist and working in a museum that allows me to continue my research.</p>
<p>3 Colleges I plan to Contact for Information</p>	<ol style="list-style-type: none"> 1. NDSU 2. University of Minnesota 3. Cornell University



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Company Information

Company Name: Field Museum of Natural History
 Location: Chicago, Illinois, USA

Position Details

Position Title: Insect Collection Manager
 Job Type: Regular

Collection Manager, Insects - Field Museum of Natural History, Chicago, IL, USA

The Collection Manager is involved in all aspects of care and maintenance of the Field Museum insect collection and collaborates with Curators in management of the collection. This position will also interact with the FMNH Action and Integrative Research Centers, as well as Education and Exhibits.

This position will have the opportunity to conduct research to a limited extent.

Responsibilities

- Preparation, identification, care and organization of specimens (and associated material)
- Training and supervision of staff and volunteers in their collection related duties
- Provide assistance to visitors in their use of collection, and processing recently collected material, as well as outgoing and incoming specimen loans, loan recalls and loan returns
- Maintain records relevant to the collection (KE EMu catalog, loan invoices, accession files, field notes)
- Provide the public and professional contacts with information they need from the collection (including digitizing specimens)
- Develop grant proposals for collections improvements and liaise with Federal and State authorities and other Entomology collectors and researchers
- Monitor and maintain collection supplies and equipment
- Incorporate new material into collection including sorting and ID-ing, preparing specimens, cataloguing, labeling and installation

Qualifications

- Masters in Biology (with an emphasis in Entomology) with at least 3 year's collection experience; PhD. (with an emphasis in Entomology) desirable
- A well versed background in Entomology is required, including familiarity with other Entomology collections and researchers
- Knowledge of taxonomic principles, and Entomology collection management
- Strong organizational skills necessary to keep collection accessible

ENTOMOLOGY 2014
Grand Challenges Beyond our Horizons
 ESA 62nd Annual Meeting
 November 16-19, 2014, Portland, OR

join ESA
 Take advantage of what ESA has to offer!

- Familiarity with personal computers, and collection databases
- Knowledge of international and domestic regulations for shipment of alcohol-preserved specimens
- Supervisory skills necessary for directing collection personnel
- Digitization skills highly desirable

Deadline for applications: July 15, 2014 (end of day)

Apply online: <http://www.fieldmuseum.org/about/employment>



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