

Position Description

Working Title	Work Study Paleontological Collections Assistant
Wage	16.00 an hour
How to apply	Send resume and cover letter to eric.metz@montana.edu with subject line “firstname.lastname Work Study Application Fall 2025”

Position Overview

Museum of the Rockies at Montana State University is seeking a motivated paleontology student who has experience in paleontology collections to join its renowned team of paleontology professionals for the fall 2025 semester. Equal Opportunity Employer, Veterans/Disabled

Minimum Qualifications:

1. Enrolled in a science or science-related major or minor at Montana State University.
2. Previous volunteer or research experience with Museum of the Rockies.

General Statement

Museum of the Rockies has earned an international reputation for its paleontology research and is renowned for its field research program. MOR holds one of the largest collections of dinosaur fossils collected in the United States and is designated as a repository for specimens collected on federal and state lands. As part of MOR’s experienced paleontology staff, the Work Study Paleontological Collections Assistant will contribute to the program through cataloguing, organizing, identifying, and databasing fossils in the Paleontology Collection.

Duties and Responsibilities

The Work Study Paleontological Collections Assistant reports to the MOR Paleontology Collections Manager-Registrar. Duties consist of taxonomic and anatomic identification of fossils, cataloguing specimens in the relational database Specify, organizing cabinets of fossil localities, assisting with student volunteers, and other duties as assigned by the Paleontology Collections Manager-Registrar. This position requires knowledge of and adherence to fossil risk and safety protocols, attention to detail, and manual dexterity.

Preferred Qualifications

1. Enrolled in Earth Science or related track, especially Paleontology.
2. Knowledge of anatomy, biology, and geology.
3. Previous experience in a museum collection.
4. Experience with Microsoft excel, Onedrive, and Specify.

The Successful Candidate Will

The successful candidate will be able to work collaboratively as well as independently, possess the ability to see both the big picture and the small details to bring a project to conclusion, respect deadlines, have a strong work ethic, be an effective communicator with a wide variety of people, and have a commitment to the ethics of the SVP and PRPA.

Physical Demands

Physical requirements include sitting for extended periods of time, occasionally crouching or bending, and lifting up to 30 pounds.

Special Requirements/Additional Information

This job description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. Nothing contained herein restricts Montana State University's rights to assign or reassign duties and responsibilities to this job at any time.