

**Career Opportunity
This is not a Federal Position**

We are currently accepting applications to fill the following vacancy:

**Museum Technician (Natural Science)
Announcement Number: [SITRUST-23-NMNH1203](#)
Number of Vacancies: 2**

OPEN DATE:	December 16, 2022
CLOSING DATE:	December 30, 2022
SALARY RANGE:	IS-1016-07 (\$50,643.00 - \$52,162.00) Commensurate with experience
POSITION TYPE:	Trust Fund
APPOINTMENT TYPE:	Temporary, NTE 2yrs. (May be extended up to 5 yrs. Based on funding availability)
SCHEDULE:	Full Time
DUTY LOCATION:	Washington DC

Position sensitivity and risk
[Non-sensitive \(NS\)/Low Risk](#)

Open to all qualified applicants

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the Human Resources Specialist listed. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian's [Accommodation Procedures](#)

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oeema

KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation for position designated as low risk
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Males born after 12/31/59 must be registered with Selective Service
- Authorized to work in the U.S. without sponsorship

Conditions of Employment

COVID-19 VACCINATION REQUIREMENTS:

For the latest information on the COVID-19 vaccination requirements and its impact on your application, click on Smithsonian Institution's [Frequently Asked Questions](#).

OVERVIEW

The Department of Invertebrate Zoology, based at the Smithsonian National Museum of Natural History (NMNH), in Washington DC and Suitland, MD invites applicants for the position of Museum Technician (Zoology). The selected candidate will sort, ship, catalog, and curate specimens and participate in occasional fieldwork to assist in characterizing biodiversity and connectivity of populations and communities in the Gulf of Mexico. The position requires experience with specimen collection information systems (e.g. EMu) and Department of Transportation (DOT) and International Air Transport Association (IATA) rules and regulations for shipping scientific research specimens. The ability to effectively communicate with a wide variety of audiences, including the public, is essential, as well as knowledge of invertebrate taxonomic and preservation techniques. The successful candidate will be expected to gather statistics and participate in regional, local or national meetings. All of these efforts will support the identification and characterization of biodiversity and prioritization of areas for restoration and conservation of mesophotic and deep benthic habitats in response to the Deepwater Horizon Oil Spill under a new partnership between NMNH and NOAA's Mesophotic and Deep Benthic Community Program.

This position involves routine interaction with project partners in NMNH, NOAA and academic institutions. The selected candidate will need to be in regular communication with program staff, participants and collaborators. The position also requires assisting with NMNH-MDBC Program participants and NMNH-IZ staff.

The selected candidate will be responsible for ensuring all specimen and genetic vouchers collected as part of the NMNH-MDBC program are properly curated, databased, and filed in the NMNH collections. They will also assist in writing reports produced in collaboration with NMNH scientists in Invertebrate Zoology regarding reporting requirements of research activities and monitoring projects in the Gulf of Mexico.

Full-time, 2-year temporary appointment with full Smithsonian benefits to be filled at the IS-7 level, equivalent to Federal GS-7. Extension of position for up to 5 years is possible.

Requirements and Qualifications:

Candidates may qualify for this position by demonstrating the experience outlined below and by completion of a B.S. in Biological Sciences or equivalent field, or by a combination of experience and education.

- Demonstrated experience digitizing data related to museum collections
- Knowledge and experience with cataloging specimens in a collection information system (e.g. EMu) is required.
- Understanding of collections data standards and experience with proofing and standardizing associated data of museum collections in a variety of software packages is required.
- Professional knowledge of invertebrate taxonomy and curation techniques of invertebrate taxa and properly shelving material in a scientific museum collection is essential.
- Knowledge and experience with shipping scientific research specimens and Department of Transportation (DOT) and International Air Transport Association (IATA) rules and regulations is essential.

- Ability to work and collaborate with NMNH and NOAA scientists and NMNH collections staff and assist in maintaining stocks of collections supplies, making ethanol for curation, and properly discarding waste supplies is essential.
- Experience with processing scientific transactions (e.g. loans, borrows, and accessions) is important.
- Professional knowledge of biological science and field research techniques associated with a marine research program is important.
- Ability to communicate marine related topics to a variety of audiences including general, educational and scientific groups is important.
- Knowledge of public repositories for genetic and genomic data is preferred.
- Experience in writing reports and papers for publication and oral presentations is preferred.
- Must be able to travel and work independently as well as within a team environment.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

To Apply:

Please forward a resume, and cover letter to:	NMNHStaffing@si.edu
Please include the position title in the subject line.	
Applications received on or before December 30, 2022, at 5:00pm (EST) will be considered. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year); and average number of hours worked per week.	
Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. What to expect next: After a review of applicants is complete, qualified candidates' résumés will be referred to the hiring manager.	

Relocation expenses are not paid.

The Smithsonian offers a number of exceptional benefits to its employees. Benefit programs include:

Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death, and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan,

Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).

We ask that the attached Applicant Demographic Survey Form be completed by candidates, except **Smithsonian Institution employees**, and returned with application materials. This form is for gathering statistical information and will not be considered a part of the application.

DEMOGRAPHIC INFORMATION ON APPLICANTS

OMB No.: 3046-0046

Expiration Date: 7/31/2023

Vacancy Announcement No.:

Position Title: Museum Technician (Natural Science), IS-1016-07

YOUR PRIVACY IS PROTECTED

This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Responses to these questions are voluntary. Your responses will not be shown to the panel rating the applications, to the official selecting an applicant for a position, or to anyone else who can affect your application. This form will not be placed in your Personnel file, nor will it be provided to your supervisors in your employing office should you be hired. The aggregate information collected through this form will be kept private to the extent permitted by law. See the Privacy Act Statement below for more information.

Completion of this form is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

Thank you for helping us to provide better service.

1. How did you learn about this position? (Check One):

- Agency Internet Site recruitment
- Private Employment Web Site
- Other Internet Site
- Job Fair
- Newspaper or magazine
- Agency or other Federal government on campus
- School or college counselor or other official
- Friend or relative working for this agency
- Private Employment Office
- Agency Human Resources Department (bulletin board or another announcement)
- Federal, State, or Local Job Information Center
- Other

2. Sex (Check One):

- Male
- Female

3. Ethnicity (Check One):

- Hispanic or Latino** - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic or Latino**

4. Race (Check all that apply):

- American Indian or Alaska Native** - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian** - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- Black or African American** - a person having origins in any of the black racial groups of Africa.

- Native Hawaiian or Other Pacific Islander** - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- White** - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

5. Disability/Serious Health Condition

The next questions address disability and serious health conditions. Your responses will ensure that our outreach and recruitment policies are reaching a wide range of individuals with physical or mental conditions. Consider your answers without the use of medication and aids (except eyeglasses) or the help of another person.

A. Do you have any of the following? Check all boxes that apply to you:

- Deaf or serious difficulty hearing**
- Blind or serious difficulty seeing even when wearing glasses**
- Missing an arm, leg, hand, or foot**
- Paralysis: Partial or complete paralysis (any cause)**
- Significant Disfigurement: for example, severe disfigurements caused by burns, wounds, accidents, or congenital disorders**
- Significant Mobility Impairment: for example, uses a wheelchair, scooter, walker or uses a leg brace to walk**
- Significant Psychiatric Disorder: for example, bipolar disorder, schizophrenia, PTSD, or major depression**
- Intellectual Disability (formerly described as mental retardation)**
- Developmental Disability: for example, cerebral palsy or autism spectrum disorder**
- Traumatic Brain Injury**
- Dwarfism**
- Epilepsy or other seizure disorder**
- Other disability or serious health condition: for example, diabetes, cancer, cardiovascular disease, anxiety disorder, or HIV infection; a learning disability, a speech impairment, or a hearing impairment (if this applies to you, please go to Section A.1.)**

If you did not select one of the options above, please indicate whether.

- None of the conditions listed above apply to me.**
- I do not wish to answer questions regarding disability/health conditions.**

A.1. Other Disability or Serious Health Condition (Optional)

You indicated that you have a disability or a serious health condition. If you are willing, please select the conditions listed below that apply to you. As explained above, your responses will not be shown to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. All responses will remain private to the extent permitted by law. See the Privacy Act Statement below for more information.

Please check all that apply:

- I do not wish to specify any condition.**
- Alcoholism**
- Cancer**
- Cardiovascular or heart disease**
- Crohn's disease, irritable bowel syndrome, or other gastrointestinal impairment**
- Depression, anxiety disorder, or other psychological disorder**
- Diabetes or other metabolic disease**
- Difficulty seeing even when wearing glasses**
- Hearing impairment**

- History of drug addiction (but not currently using illegal drugs)**
 - HIV Infection/AIDS or other immune disorder**
 - Kidney dysfunction: for example, requires dialysis**
 - Learning disabilities or ADHD**
 - Liver disease: for example, hepatitis or cirrhosis**
 - Lupus, fibromyalgia, rheumatoid arthritis, or other autoimmune disorder**
 - Morbid obesity**
 - Nervous system disorder: for example, migraine headaches, Parkinson's disease, or multiplesclerosis**
 - Non-paralytic orthopedic impairments: for example, chronic pain, stiffness, weakness in bones or joints, or some loss of ability to use parts of the body**
 - Orthopedic impairments or osteo-arthritis**
 - Pulmonary or respiratory impairment: for example, asthma, chronic bronchitis, or TB**
 - Sickle cell anemia, hemophilia, or other blood disease**
 - Speech impairment**
 - Spinal abnormalities: for example, spina bifida or scoliosis**
 - Thyroid dysfunction or other endocrine disorder**
 - Other. Please identify the disability/health condition, if willing:**
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PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS

Privacy Act Statement: This Privacy Act Statement is provided pursuant to 5 U.S.C. 552a (commonly known as the Privacy Act of 1974). The authority for this form is 5 U.S.C. 7201, which provides that the Office of Personnel Management shall implement a minority recruitment program, by the Uniform Guidelines on Employee Selection Procedures, 29 C.F.R. Part 1607.4, which requires collection of demographic data to determine if a selection procedure has an unlawful disparate impact, and by Section 501 of the Rehabilitation Act of 1973, which requires federal agencies to prepare affirmative action plans for the hiring and advancement of people with disabilities. Data relating to an individual applicant are not provided to selecting officials. This form will be seen by Human Resource Personnel in the Office of Personnel Management (who are not involved in considering an applicant for a particular job) and by Equal Employment Opportunity Commission officials who will receive aggregate, non-identifiable data from the Office of Personnel Management derived from this form.

Purpose and Routine Uses: The aggregate, non-identifiable information summarizing all applicants for a position will be used by the Office of Personnel Management and by the Equal Employment Opportunity Commission to determine if the executive branch of the Federal Government is effectively recruiting and selecting individuals from all segments of the population. **Effects of Nondisclosure:** Providing this information is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

Paperwork Reduction Act Statement: The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is five (5) minutes per response, including the time for reviewing instructions.