



**UNIVERSITY OF VICTORIA POSTING  
CUPE 4163 Specialist Instructional**

The Department / School of	Biology	has	2	positions. <sup>1,2</sup>
APPOINTMENT, From:	03-Sep-25	To:	30-Apr-26	
TOTAL HOURS:	157 hours	AVERAGE WEEKLY HOURS:	5	
POSITION TITLE:	Junior Herbarium Assistant		COURSE: Herbarium	
<b>SUMMARY OF DUTIES AND RESPONSIBILITIES:</b> Under the supervision of the Herbarium Curator, the Junior Herbarium Assistant will help with digitization of the Herbarium collection including database entry. The position may also include some of the following duties: <ul style="list-style-type: none"><li>- mounting and repair of plant specimens</li><li>- organization of plant specimens</li><li>- general herbarium maintenance</li><li>- assisting with Herbarium-related research projects</li></ul> <p>There will be some flexibility in when the part-time hours are worked. A work schedule will be planned with the Herbarium Curator.</p>				
<b>REQUIRED QUALIFICATIONS AND EXPERIENCE:</b> BSc in Biology or a related discipline. Familiarity with taxonomic principles of biological classification, especially in relation to plants. Must have strong organizational skills, be detail oriented, and be able to accurately follow protocols and work independently. Previous experience in plant identification and database or collections management are an asset.				
<b>HOW TO APPLY:</b> Please submit an application by email to the Biology Administrative Officer at bioadmin@uvic.ca.				
<b>SUBMISSION DEADLINE:</b>		17-Jun-25		
<b>IT IS ANTICIPATED FINAL EMPLOYMENT DECISION WILL BE MADE BY:</b>		31-Jul-25		

Appointments will be made in accordance with Article 13.02 (Appointment Procedures) and Appendix A of the CUPE 4163 Collective Agreement. Selection criteria will include: qualifications and ability based on academic merit and related experience, the career and/or pedagogical value that the experience in a particular position will provide the student, the student's preferences, and other sources of graduate student financial support being received.

1. Number of available positions subject to funding availability and/or course cancellation.

2. See Schedule 1 in the Collective Agreement for wages.

***UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of groups experiencing barriers to equity. Read our full equity statement here: [www.uvic.ca/equitystatement](http://www.uvic.ca/equitystatement).***