
Title of Position *	Collections Assistant
Institution *	Baylor University
Position Location: City & State *	Waco, TX
Position Closing Date	

About the Institution

Institution Website Address

Summary of Responsibilities

Collections Assistant
Baylor University

Baylor University's Mayborn Museum is seeking a Collections Assistant! This position is responsible for assisting the Collection Manager in the care of the museum's cultural and natural history collections, including but not limited to conducting inventories of the collection; arranging and organizing collection items to facilitate care and management; inputting collection data to keep computerized records up-to-date, and providing scholarly and professional services to students, faculty, staff, researchers and the community.

The candidate chosen for this position must possess strong computer skills, both oral and written communication skills, strong interpersonal skills, and the ability to work independently. Additionally, the ideal candidate will have an interest and understanding of cultural history, while a strong interest and understanding of natural science is preferred.

Required Qualifications

Qualifications

An Associate's Degree and two years of relevant work experience are required. A Bachelor's Degree and one year of relevant work experience are preferred.

The Baylor Experience

Working at Baylor is so much more than simply having a job! As part of the Baylor family, employees not only receive a comprehensive benefits package that includes medical and dental insurance, generous time off, and fantastic automatic retirement contributions*, they also get to experience Baylor.

- Experience a mission driven organization based on a strong Christian commitment ([baylor.edu.about](http://baylor.edu/about))
- Experience Baylor academics with outstanding tuition remission for eligible staff and qualified dependents
- Experience Baylor athletics with reduced admission or free access to athletic events
- Experience our great dining facilities and enjoy an employee discount
- Experience our beautiful campus with access to libraries, museums, and recreational facilities such as our fitness center, athletic courts, an indoor swimming pool, and the Baylor marina to name a few

* Conveniently located in Waco, Texas, Baylor University is approximately 90 miles from both the Dallas-Fort Worth and Austin areas. To learn more about life in Waco, visit <http://wacochamber.com/community/about-waco>.

To Apply

* View the full position description: Collections Assistant. Please submit an on-line application at <https://jobs.baylor.edu> along with a cover letter and resume.

About Baylor

Baylor University is a private Christian university and a nationally ranked research institution, consistently listed with highest honors among The Chronicle of Higher Education's "Great Colleges to Work For." Chartered in 1845 by the Republic of Texas through the efforts of Baptist pioneers, Baylor is the oldest continuously operating university in Texas. The university provides a vibrant campus community for over 16,000 students from all 50 states and more than 80 countries by blending interdisciplinary research with an international reputation for educational excellence and a faculty commitment to teaching and scholarship. Baylor is actively recruiting staff who support our mission as we pursue our bold vision, Pro Futuris.

Baylor University is a private not-for-profit university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Opportunity employer, Baylor is committed to compliance with all applicable anti-discrimination laws, including those regarding age, race, color, sex, national origin, marital status, pregnancy status, military service, genetic information, and disability. As a religious educational institution, Baylor is lawfully permitted to consider an applicant's religion among its selection criteria. Baylor encourages women, minorities, veterans and individuals with disabilities to apply.

www.baylor.edu

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Compensation

Apply at this Website: https://jobs.baylor.edu/?jtsrc=http%3A%2F%2Fwww.texasmuseums.org%2Fjobs.html&jtsrcid=13068&jtrfr=&jtochash=nkdAmACXdr6dUJ2qIKkon&jtocprof=D_cUFLI8ufGTWT7I1fwVmmBgR_IsXVG_

