



1025 Museum Circle • Jacksonville, FL 32207 • (904) 396-6674 • www.themosh.org

## Marine Biology Intern POSITION DESCRIPTION

**DEPARTMENT:** Curatorial  
**IMMEDIATE SUPERVISOR:** Collections Manager / Registrar  
**STATUS:** College Internship (unpaid)  
**HOURS:** Minimum 100 hours per semester

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### POSITION PURPOSE:

Marine Biology Interns assist Curatorial staff with monitoring and research on the *Intertidal Touch Tank sponsored by VyStar*. The position requires exceptional attention to detail, strong interpersonal skills, comfort with public speaking to varying ages, a high level of professionalism, good writing skills, and enthusiasm for the selected field of study.

### DUTIES AND RESPONSIBILITIES:

- Assisting Curatorial staff with water quality testing and tracking visitor utilization of the touch tank
- Facilitating public access to the touch tank through informal programming
- General care and maintenance of the touch tank
- At the end of the semester, writing a report documenting the affects MOSH visitors have on the touch tank. This report will be utilized in the creation of a white paper documenting the effects of visitors in a touch tank environment.

### SPECIAL AUTHORIZATION:

Authorized to access to all general museum areas, History Collection room, and Florida Naturalist's Center prep and supply storage areas.

### QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

#### **EDUCATION AND EXPERIENCE**

Candidates should be of Junior/Senior or higher status with major coursework towards a degree in marine biology or other comparable sciences, or museum studies. Other majors may be considered on a case-by-case basis.

#### **SKILLS AND ABILITIES**

- Interest in marine biology
- Applies policies and procedures
- Communicates effectively both orally and in writing
- Positive attitude, enthusiastic and outgoing
- Self-motivated and strong work ethic
- People-oriented with strong communication skills
- Proficiency in Microsoft Word/ Excel

**TIME COMMITMENTS:**

Interns are responsible for completing the required number of hours set forth by their college or university in order to receive college credit. Interns not receiving college credit for their internship must complete a minimum of 100 hours during the semester for completion of the program.

**DISCLAIMER:**

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of Interns assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time.

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**ACKNOWLEDGMENT**

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

\_\_\_\_\_  
Intern (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern (Signature)