

JOB OPENING

PEORIA ZOO - RECREATION DIVISION

DATA SPECIALIST

POSITION: PART TIME / STARTING PAY RATE: \$12.00 PER HOUR

RESPONSIBILITIES

- Coordinate animal record keeping, ensuring the accurate permanent record and documentation of animal identification, behavior, diet, necropsy, training information, etc.
- Assist in the arrangement of animal shipments, including the distribution of animal transaction paperwork.
- Conduct periodic data reviews to ensure high standards of animal record keeping.
- Help create, conduct and analyze guest surveys.
- Perform special data projects as assigned by the Collections Curator.
- Provide information regarding animal records both internally and to outside institutions.
- Perform all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- Bachelor's Degree in Zoology or Biology. Although a degree is preferred, experience in a like position with similar duties and responsibilities may be substituted for all or part of the educational requirement.
- Minimum of three years of experience working with computers including e-mail management, internet and electronic records/file management.
- Must have strong communications skills.
- Knowledge of basic PC functions including word processing and spreadsheets.
- Ability to work harmoniously with the public and fellow employees in a positive and cooperative manner.

OTHER

- Under the supervision of the Collections Curator.
- Average of 16 hours per week.
- Some weekends may be required.
- While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

