

Position Description

Working Title	Work Study Paleontological Preparation Assistant
Wage	16.00 an hour
How to apply	Send resume and cover letter to cassi.knight@montana.edu with subject line "firstname.lastname Work Study Application Fall 2026"

Position Overview

Museum of the Rockies at Montana State University is seeking a motivated paleontology student who has experience in paleontological preparation to join its team of fossil preparator professionals for the fall 2026 semester. Equal Opportunity Employer, Veterans/Disabled

Minimum Qualifications:

1. Enrolled in a science or science-related major or minor at Montana State University.
2. Previous volunteer or research experience with Museum of the Rockies.

Preferred Qualifications

1. Enrolled in Earth Science or related track, especially Paleontology.
2. Knowledge of anatomy, biology, and geology.
3. Previous experience in a museum setting.

General Statement

Museum of the Rockies has earned an international reputation for its paleontology research and is renowned for its field research program. MOR holds one of the largest collections of North American dinosaur fossils and is designated as a repository for specimens collected on federal and state lands. As part of MOR's experienced paleontology staff, this Work Study position will contribute to the program through preparing fossil specimens in the MOR Fossil Preparation Lab.

Duties and Responsibilities

The Work Study Paleontological Preparation Assistant reports to the MOR Paleontology Lab Manager. Duties include cleaning and stabilizing fossil material using a variety of hand and pneumatic tools and archival adhesives. All work is accomplished using a microscope. Additional duties may include assisting with the construction of archival cradles or molding and casting. This position requires patience, focus, and thoughtful handling of fossil specimens.

The Successful Candidate Will

The successful candidate will be able to work collaboratively and independently, conceptualize and execute long term projects, work efficiently and carefully, have a strong attention to detail, and be an excellent communicator.

Physical Demands

Physical requirements include sitting for extended periods of time, occasionally crouching or bending, and lifting up to 30 pounds.

Special Requirements/Additional Information

This job description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. Nothing contained herein restricts Montana State University's rights to assign or reassign duties and responsibilities to this job at any time.