**Publication Graphics Assistant**

 *Location:* Micropaleontology Press, Rosenthal Library 405; campus phone 7-0505.

*Requirements:*  Basic familiarity with Photoshop or other image processing software; ability to manage format conversion, cropping, and modification; competence to judge graphics quality and finish.

*Supervisor:* Dr Stephen Pekar, SEES.

*Job Description:* Graphics submitted with manuscripts to the scientific journals at Micropaleontology Press are usually pdf files, either individually or in a multi-page file, and sometimes together with text, at varying resolution, quality and size.  Assistant would be required to make separate TIF of each artwork with properties required for publication, working online with the production editor.

*Openings and hours:*  Work space at the Library is available but personal online access with fully operational graphics system is recommended. Hours vary with available work.

*Benefits:* Under direct supervision by Greg Dinkins, head production editor, student would experience a fully professional environment, with exposure to all aspects of publication graphics work. Familiarity with academic standards and practises in this area would be an added plus.

**Literature Researcher**

*Location*: Micropaleontology Press, Rosenthal Library 405

*Requirements*: Basic familiarity with scientific literature and zoological/botanical nomenclature; ability to deal with foreign languages; computer skills in MS Word. It is recommended but not required that applicants be at the graduate level.

*Supervisor:* Dr Stephen Pekar, SEES.

*Job Description*: in cooperation with Susan Carroll, executive editor of Micro Press, the student would review articles and books in the field of micropaleontology to prepare lists of the genera and species that are described, following a standard format that allows the lists to be integrated with the Micro Press database. Office space and computers are available for this work in the Library, but once the student is sufficiently familiar with the work, it could be done offsite through access to the Micro Press website.

*Openings and hours:*  Micro Press can accommodate one onsite researcher at a time (or more than one, at different times and offsite). Office access is limited by Library hours; no fixed limits on job hours.

*Benefits*: Students would become familiar, to a wholly professional level, with the complexities of scientific nomenclature. In addition, students would gain fundamental awareness of the extent of research in micropaleontology as it applies to geohistory, global environments, evolution, petroleum exploration, and oceanography.

**Bibliographic Data Monitor**

*Location*: Micropaleontology Press, Rosenthal Library 405

*Requirements*: Reasonable experience with using scientific literature; good attention to detail as well as flexibility to deal with incomplete or inconsistent information. It is recommended, but not required, that applicants be at the graduate level.

*Supervisor:* Dr Stephen Pekar, SEES.

*Job Description*: working in consultation with editorial staff at Micro Press, the student would review scanning of bibliographic data from Micro Press reference lists, to proofread the results and to add data fields for the Micro Press online citation index and for its partnership with GeoRef at the American Geosciences Institute. Office space and computers are available for this work in the Library, but once the student is sufficiently familiar with the work, it could be done offsite through access to the Micro Press website.

*Openings and hours:*  Micro Press can accommodate one data monitor at a time (or more than two, at different times, and offsite). Office access is limited by Library hours; no fixed limits on job hours.

*Benefits*: Students would become familiar, to a wholly professional level, with the variations of scientific literature. In addition, students in earth science as well as biological sciences, would gain fundamental awareness of the extent of the literature in micropaleontology as it applies to geohistory, global environments, evolution, petroleum exploration, and oceanography.