



# Example of Collection Associate Job Description

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Our growing company is hiring for a collection associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for collection associate

- Presents talks to various museum constituencies
- Participates in development of temporary exhibitions, including conceptual and storyline development, selection of content, writing, layout and concept and initial design development
- Facilitates research by other scholars and visits to the museum by professors and students, including those from Harvard
- Monitors clinic and operating room schedules
- Travels to the collection sites (clinics, clinical laboratories and surgical suites) to retrieve surgically resected tissue (blood) from consented patients
- Obtains a copy of the signed consent
- Processes blood according to standard operating procedures (SOP)
- Monitors refrigerator, ice and liquid nitrogen levels to ensure safe storage of biological specimens
- Uses database applications to enter tissue acquisition parameters and other data into the study database in a timely manner
- Runs queries to produce reports

## Qualifications for collection associate

- Minimum 2+ years' analytical work experience (financial service industry preferred)
- Strong interpersonal and communication skills Mature and proactive

- Bank reconciliaiton
- 2-yr college degree with 6-9 hours of accounting coursework AND / OR 2-3 years of relevant experience