

NEW Zoo & Adventure Park

Registrar Internship

The registrar intern will work closely with the Curator of Animals to complete tasks related to documentation of animal husbandry, health, and welfare. Individuals interested in becoming a zoo registrar or a career in records or data management are encouraged to apply. The registrar intern will learn to maintain animal records as well as other aspects of the registrar's role at an AZA accredited institution. Including, but not limited to, learning about SSPs, CITES, USFWS permitting, AZA standards, USDA requirements.

Days and hours are flexible, but an ideal candidate would work 4-8 hours per week. Minimum of one full semester commitment required. Position is unpaid.

Duties include:

- Enter animal records into ZIMS (Zoological Information Management System)
- Assists with and learns a variety of tasks related to the registrar position, including:
 - Animal inventory record maintenance
 - Animal welfare data entry and management
 - Logistics for animal shipments
 - Permit applications and reports
 - Animal nutrition records

Qualifications:

- Excellent communication skills
- Ability to work in a team environment
- Multi-tasking
- Must be reliable, prompt, detail-oriented
- Ability to perform other tasks as required, including the ability to work in all weather conditions

Benefits:

- Letters of recommendation can be provided upon successful completion of internship
- Opportunities for additional animal experiences and working with the animal collection at times

Suggested/preferred Timeline of Internship

- Week 1:
 - Day 1:
 - Meet with Curator of Animals for introductions, access to behind the scenes and office tour.
 - Meet with Volunteer Coordinator to complete necessary paperwork and receive uniform shirt/nametag and learn how to record hours
 - Introductions with staff and tour of zoo
 - Review SOPs and zoo rules
 - Day 2:
 - Introduction to animal files, and ZIMS
 - Review workflow process and internship expectations
 - Work on data entry together with Curator of Animals
 - Review how to scan into Laserfiche, print, and file

Week 2

- Work on ZIMS entry independently
- *Development opportunity* – Introduction into Animal Transports
- Week 3
 - Work on scanning projects and continue working on data entry
 - *Development opportunity* – Introduction to animal permitting process
- Week 4
 - Work on scanning projects and continue working on data entry
 - *Development opportunity* – Introduction to medical records
- Week 5
 - Work on scanning projects and continue working on data entry
 - *Development opportunity* – Introduction to quarantine animal care
- Week 6
 - Work on scanning projects and continue working on data entry
 - Assist with filing historic medical records
- Week 7
 - Work on scanning projects and continue working on data entry
 - Assist with entering Animal Welfare data
- Week 8
 - Work on scanning projects and continue working on data entry
 - *Development opportunity* – Work on animal transport together (as need arises)
- Week 9
 - Work on scanning projects and continue working on data entry
 - *Development opportunity* – Work on federal permit together
- Week 10
 - Work on scanning projects and continue working on data entry
 - *Development opportunity* – Work on accession and disposition of a collection animal
- Week 11
 - Work on scanning projects and continue working on data entry
- Week 12
 - Complete pending projects
 - Progress meeting with Curator of Animals – feedback on performance

End of Internship program. Option to restart the three-month internship cycle based on progress and feedback.