Graduate Laurel Award

Education Assistant

Museum of Natural and Cultural History
Fall 2015-Spring 2016

Appointment:
0.30 FTE; 13-14 hours per week (flexible schedule with some evenings and weekends)
This position provides tuition remission for each term the student is enrolled.

Job Summary:
The Education Assistant gains skills and experience in museum educational programming for youth and families. The Education Assistant provides support in all aspects of programming by developing, implementing and evaluating programs. Experience and skills with children ages 3-10 is preferred.

Eligibility
Applicants must be full-time graduate students and register for no less than two (2) credits of internship each term of the award. The award requires thirteen-fourteen (13-14) hours of service per week.

Duties and Responsibilities:
Coordinate educational programs
• Little Wonders – activities for pre-kindergartners (monthly)
• Family Days – Weekend museum family events (fall and winter terms)
• Family Adventure Packs – available for check-out during open hours

Assist with outreach events and other programs
• Play in the Rain Day (November)
• Earth Day (April)
• Mt Pisgah Mushroom (October) and Wildflower (May) festivals
• Exhibit Openings (TBD)
• Other events (TBD)

Provide support for K-12 classroom programs in coordination with Common Core Standards. Assist in the development, delivery, and evaluation of lesson plans.

Administration
• Write weekly updates outlining focus and priorities for the following week (due Fridays by email)
• Attend weekly Public Programs staff meetings
• Complete hour/activity log weekly
• Complete end-of-term report each term

To Apply:
Submit a résumé and cover letter to:
Robyn Anderson, Education Coordinator
robyna@uoregon.edu
UO Museum of Natural and Cultural History
1224 University of Oregon, 1680 East 15th Avenue
Eugene, OR 97403-1224

The deadline to apply is Tuesday April 28, 2015