



Graduate Laurel Award

Education Assistant

Museum of Natural and Cultural History

Fall 2016-Spring 2017

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) internship credits each term of the award. The award requires thirteen to fourteen (13-14) hours of service per week.

Duties and Responsibilities:

- **Education Programs**
 - Develop, teach and evaluate the Little Wonders preschool program (monthly)
 - Maintain and update Adventure Packs
 - Assist in the development, delivery, and evaluation of other education programs

- **Education Events**
 - Coordinate Family Day events – Saturday events (one per term)
 - Assist with outreach at fairs, festivals, etc.
 - Assist with exhibit openings
 - Assist with other museum events

- **Administration**
 - Submit weekly updates outlining focus and priorities for the following week
 - Attend weekly Public Programs meetings
 - Complete hour/activity log weekly
 - Attend mid-term and final evaluation meetings
 - Complete end-of-term report each term

To Apply:

Submit a résumé and cover letter outlining your interest and skills to:

Robyn Anderson, Education Coordinator

Museum of Natural and Cultural History

1224 University of Oregon

Eugene, OR 97403-1224

robyna@uoregon.edu

Deadline to apply is Tuesday, May 3, 2016