



Graduate Laurel Award

Education Assistant

Museum of Natural and Cultural History

Fall 2017-Spring 2018

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 education programming for youth and families. The Education Assistant provides support in all aspects of programming by developing, implementing and evaluating programs. Experience working with children ages 3-10, and event coordination is preferred. Candidates must pass a background check.

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 Pack activities
 - 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 education events

- **Administration**
 - Submit weekly updates outlining focus and priorities for the following week
 - Attend weekly education department meetings
 - Attend weekly Public Programs meetings
 - Complete hour/activity log weekly
 - 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 Monday, May 22, 2017