Job Title:
Graduate Laurel Award, Educational Outreach Intern
*This position provides tuition remission for each term the student is enrolled.*

Job Summary:
The Educational Outreach Intern gains skills and experience in museum educational programs for K-12 students and teachers, kids and families, and adults. The Educational Outreach Intern provides assistance in all aspects of programming by helping to determine educational messages, implementing programs, and completing evaluations.

Duties and Responsibilities
Coordinate educational programs including:
- Development, execution, and evaluation of Family Days (fall and winter terms) and Little Wonders (monthly program)
- Promote education programs through traditional press releases and social media
- Collaborate with education staff to design and develop programs and activities for K-12 classes
- Assist with development and coordination of workshops and outreach events as determined by Education staff

Administration:
- Write weekly updates outlining focus and priorities for the following week (due Fridays by email)
- Attend Education Department staff meetings
- Complete hour/activity log weekly
- Attend mid-term and final evaluation
- Complete end-of-term report each term

To Apply
Submit a résumé and cover letter to Ann Craig, Asst. Director, Education. Materials may be sent electronically to acraig@uoregon.edu or delivered in person to the Museum of Natural and Cultural History at 1680 East 15th Ave.

Deadline to apply is Friday, November 12.