Museum of Natural and Cultural History

Graduate Award: Museum- Campus Outreach
Fall 2012-Spring 2013

Appointment:
0.30 FTE; 14 hours per week
This position provides tuition remission for each term the student is enrolled.

Job Summary:
The Museum-Campus Outreach Coordinator gains skills and experience in museum educational programs and marketing. This position coordinates the UO student advisory board - the MNCH Ambassadors -which facilitates UO student involvement in museum Public Programs.

Duties and Responsibilities
70% Coordinate MNCH Ambassadors
• Schedule and communicate with MNCH Ambassadors for regular meetings
• Assist and direct student projects to ensure that initiatives meet Public Programs strategic goals
• Coordinate the use of funds for MNCH Ambassador projects
• Identify ways for MNCH Ambassadors to work with museum programs

20% Education Department Support
Assist with development and coordination of programs as needed by Education staff

10% Administration and Communication:
• Write weekly updates outlining focus and priorities for the following week (due Fridays by email)
• Attend weekly Public Programs staff meeting
• 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, Associate Director, Public Programs, Exhibitions and 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.

The deadline to apply is Friday, May 11.