



Graduate Laurel Award
Education Assistant
Museum of Natural and Cultural History
Fall 2019-Spring 2020

Appointment

0.30 FTE; 13 hours per week (flexible schedule with some evenings and weekends)

This position provides tuition remission for each term the student is enrolled.

Position 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.

Eligibility

Applicants must be full-time graduate students and registered for no less than two (2) internship credits each term of the award. The award requires thirteen (13) hours of service per week. Candidates must pass a background check.

Duties and Responsibilities

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

- **Events**
 - Coordinate 2-3 Family Days – weekend events
 - Assist with outreach at fairs, festivals, etc.
 - Assist with exhibit openings, creating activities and crafts for opening weekends
 - Assist with other museum education events and programs

- **Administration**
 - Weekly updates outlining focus and priorities for the following week
 - Attend weekly education department meetings and/or Public Programs meetings
 - Complete hour/activity log for the term
 - Complete end-of-term report and end-of-year report

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 28, 2019