



Student Position Job Announcement

MNCH Student Club Coordinator

(Job # [9246007](#))

Museum of Natural and Cultural History

1680 East 15th Ave. (next to Global Scholars Hall)

The University of Oregon Museum of Natural and Cultural History (MNCH) enhances knowledge of Earth's environment and cultures, inspiring stewardship of our collective past, present, and future.

Purpose of Position:

Reporting to the Curator of Academic Programs, the MNCH Student Club Coordinator mentors and guides the efforts of the museum's undergraduate student club. This position will develop and evaluate educational programs for UO students; help market the Club's programs; and ensure that the Club is meeting all ASUO recognition and budget requirements.

Hours: Varies, 8-10 per week; some evenings and weekends

Compensation: \$16.50 per hour

Job Duties:

- Guide Club members to develop, implement, and evaluate educational programs that engage the UO student community both academically and socially
- Schedule and communicate with MNCH Student Club members for regular meetings
- Coordinate the use of Associated Students of the University of Oregon (ASUO) funds for MNCH Student Club projects
- Represent the MNCH Student Club at ASUO and attend all required ASUO meetings
- Implement, evaluate, and refine recruitment plan for MNCH Student Club members
- Identify and maintain relationships with relevant student groups on campus
- Manage the Club's social media communication (e.g., Instagram) and the Student Member e-newsletter (Mailchimp)
- Other duties as assigned

We recognize that the qualifications required to excel in this position can come from a range of both professional and lived experiences. Below we describe what we believe to be the most important qualifications for a candidate to have, and we are open to many different backgrounds and experiences that can lead people to develop these skill sets. We strongly encourage applications from anyone who feels passionate about the work and believes they have what it takes to thrive in this role.

Qualifications:

- Experience mentoring high school or university students
- Skills managing meetings and facilitating communication among a group
- Excellent communication skills by email, phone, and in person
- Experience managing and evaluating events or educational programs
- Background or interest in non-profit management, marketing (especially through social media), or development
- Understanding of, and commitment to, justice, equity, inclusion, accessibility, and diversity practices

Preferred Qualifications:

- Work study (not required)
- Experience with ASUO policies and procedures
- Experience using Adobe InDesign and Mailchimp

How to Apply:

Application accepted through the [Handshake](https://career.uoregon.edu/handshake) website (<https://career.uoregon.edu/handshake>) Job #[9246007](#). Submit a cover letter and resume. Please indicate whether you have federal work study. **Resume review is ongoing. Position is open until Sept. 9, 2024. Preferred start date: September 25, 2024.**

Questions? Contact Lauren Willis, Curator of Academic Programs, at lmw@uoregon.edu.