



MNCH Student Employee Position Description

Job Title: Museum Outreach Educator – Summer 2025

Division: Public Programs, Museum of Natural and Cultural History

Supervisor: Education Manager

Dates: June 2 – August 31, 2025

Hours per Week: Varies(see schedule below). Full-Time June 23-August 17

Compensation: \$16.35 - \$18.00 per hour

The University of Oregon's [Museum of Natural and Cultural History](#) (MNCH) enhances knowledge of Earth's environment and cultures, inspiring stewardship of our collective past, present, and future. MNCH is Oregon's primary repository for anthropological and paleontological collections.

Position Summary:

This position delivers interactive, hands-on educational programs to youth and family audiences at public libraries statewide. The program traveling this summer is focused planetary health and climate action. The position requires independent statewide travel by car, including several multi-day trips with overnight stays throughout the summer. Vehicle is provided and travel costs are covered by the Museum. This position will also assist with the delivery of youth and family programming on-site at the museum.

Note: This is a summer position, appropriate for students not registered for classes during summer. It is open to graduate or undergraduate students and offers valuable experience for individuals interested in museum/informal education, teaching, and/or public outreach.

Duties:

- Present community programs for youth and family audiences across the state.
- Travel by university vehicle to locations throughout Oregon.
- Maintain materials and props in between program presentations.
- Set up and take down outreach program materials in each program location.
- Facilitate activities at the museum, including set up and take down of materials.
- Communicate verbally and in writing with museum staff regarding programs, including program effectiveness, audience needs, and logistics.
- Use judgment, presentation, communication, and group management skills to ensure the best possible learning environment for participants.

Hours and Work Schedule:

- **June 2-22:** 5-10 hours per week for training purposes
- **June 23-August 17:** 30-40 hours per week based on program schedule
- **August 18-31:** 8-15 hours per week
- Includes up to 5 extended trips in Oregon (each with 1-4 overnight stays)
- Includes 5-6 Saturday shifts from July-August

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 working with youth (Kindergarten – grade 12)
- Excellent communication and organizational skills
- Approachable and friendly demeanor, open and respectful to people from all backgrounds
- Flexible and comfortable working in varying locations and environments
- Ability to work independently
- Ability to travel for 3-5 days at a time, including overnight stays
- Ability to lift at least 40 pounds
- Valid driver’s license and ability to pass a background check

Preferred Qualifications:

- Experience facilitating science or STEM education.
- Experience working in a free choice learning environment, such as a museum or community event space.
- Content knowledge in related subjects – environmental science, earth sciences, etc.

How to Apply:

Submit a cover letter, résumé, and two professional references. Application accepted for Job #9798945 through [Handshake](https://career.uoregon.edu/handshake) website (<https://career.uoregon.edu/handshake>).

Resume review will begin on April 17, 2025, and be ongoing. Positions are open until filled.

Questions? Contact Mia Jackson, Education Manager, at miaj@uoregon.edu

The University of Oregon is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the ADA. The University encourages all qualified individuals to apply and does not discriminate on the basis of any protected status, including veteran and disability status. The University is committed to providing reasonable accommodations to applicants and employees with disabilities. To request an accommodation in connection with the application process, please contact us.