



Graduate Laurel Award
Education Assistant
Museum of Natural and Cultural History
Fall 2020-Spring 2021

About the Museum

The museum is a center of interdisciplinary research and education, serving the State of Oregon, the University of Oregon, Native American Tribes, the research community, K-12 students and teachers, and the wider public in Oregon and beyond. It's a place for digging into science, celebrating culture, and joining together to create a just and sustainable world.

The museum is committed to the safety of our visitors, employees, students, volunteers, and partners. To help slow the spread of COVID-19, we are currently closed to the public. We will continue to comply with the Oregon Health Authority guidelines and UO regulations. Museum staff members are working remotely to support the university's online education efforts and to develop new digital programs and exhibits that visitors and students can enjoy from home.

Position Summary

The Education Assistant gains skills and experience in museum education for PreK through college students and beyond. They provide support in all aspects of programming by developing, implementing, and evaluating programs and events. This position will have the ability to work remotely, communicating via phone, email, Zoom, and other platforms.

Appointment

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

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

Eligibility and Qualifications

Applicants must be full-time graduate student. Register for no less than two (2) internship credits in their home department for each term of the award. The award requires thirteen (13) hours of service per week. Candidates must pass a background check. Bilingual in English/Spanish is preferred, but not required.

Successful candidates will have...

- excellent communication and organizational skills.
- experience working with children of all ages as well as college students/adults.
- experience with event coordination.
- the ability to work with people from diverse backgrounds.
- studies or interest in any of the following fields: anthropology, archaeology, Oregon history, geology, paleontology, environmental studies, education, museum studies, or similar areas.

Duties and Responsibilities *(these may be virtual or a combination of virtual and in-person based on the re-opening of the museum and the ability of the student)*

- Assist in the development, delivery, and evaluation of education programs and events for various audiences (youth, college students, adults, etc.).
- Assist with outreach programs for various audiences (youth, college students, adults, etc.)
- Assist with exhibit openings (when the museum re-opens to the public).
- Assist with other museum events and programs as needed.
- Complete administration tasks:
 - Weekly updates outlining focus and priorities for the following week.
 - Attend weekly meetings (virtually).
 - Complete requested reports by museum staff.
 - 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 Friday, July 31, 2020.

UO prohibits discrimination on the basis of race, color, sex, national or ethnic origin, age, religion, marital status, disability, veteran status, citizenship status, parental status, sexual orientation, gender identity, and gender expression in all programs, activities and employment practices as required by Title IX, other applicable laws, and policies. Retaliation is prohibited by UO policy. Questions may be referred to the Title IX Coordinator, Office of Investigations and Civil Rights Compliance, or to the Office for Civil Rights. Contact information, related policies, and complaint procedures are listed on the [statement of non-discrimination](#).