



WORK-STUDY OPPORTUNITY

Position Title: Science Communication Assistant
Reports To: Science Communication Events Lead

Department: Programs
Location of Workspace: Flex Station

SUMMARY OF POSITION:

The Science Communication Assistant will support the Science Communication Events Lead in pre-, post-, and day-of *Meet a Scientist* event coordination, working with OMSI's Science Communication Fellows and internal OMSI departments to ensure a positive experience for museum visitors and Fellows.

EXPERIENCES THIS POSITION WILL PROVIDE:

- Assist in pre-event communication with Science Communication Fellows and internal OMSI departments as determined by the Science Communication Events Lead
- Attend & support *Meet a Scientist* events, held at OMSI typically on the 2nd and 4th Saturday of each month
- Help set up and clean up event area on days of *Meet a Scientist* and related events
- Ensure a positive experience for museum visitors and Science Communication Fellows during events by providing excellent customer service and supporting OMSI's Total Guest Experience
- Strategize and brainstorm with Science Communication Events Lead to implement ideas to enhance the event experience for Science Communication Fellows and visitors
- Ensure that day-of event operations run smoothly and efficiently by executing all the necessary tasks and following through on unexpected issues
- Provide encouragement and support to Science Communication Fellows throughout event
- Assist in post-event communication with Science Communication Fellows as determined by the Science Communication Events Lead

KNOWLEDGE/SKILLS/ABILITIES:

What we are looking for:

- Must be dependable, punctual, and willing to commit to a schedule
- Strong communication, customer service, and problem-solving skills
- Self-directed and willing to take initiative
- Attention to detail
- Professional attitude, friendly demeanor
- Interest in informal science education
- Interest in photography preferred but not required

Training you will receive:

- General informal science education philosophies and pedagogy

For more information, contact Volunteer Engagement at 503-797-4615 or Volunteer@omsi.edu. Visit our website at www.omsi.edu. OMSI is located at 1945 SE Water Ave, Portland, OR 97214



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- Develop science communication skills by participating in Science Communication Fellowship trainings
- Culturally responsive facilitation strategies
- Museum safety and emergency response
- Museum equity and diversity training(s)

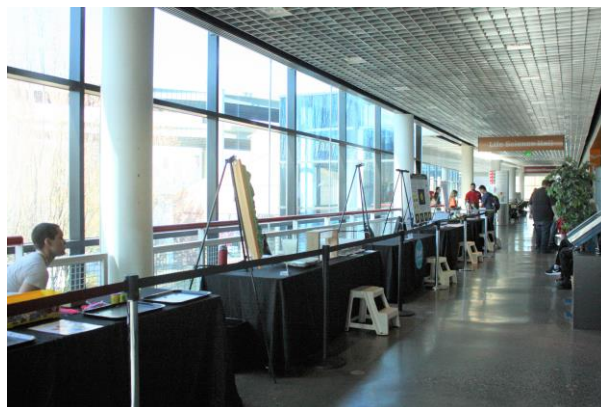
SCHEDULE:

- Meet a Scientist:
 - Second and fourth Saturday of every month January–October
 - Second Saturday of every month November–December
 - Meet a Scientist events run from 1:00 – 4:00pm for the public; staff should expect to work 10:30am – 4:30pm
- Other work duties can be completed anytime Monday–Friday, 8:00am – 4:00pm
- Additional Science Communication Fellowship events happen sporadically throughout the year, usually on a weekday evening, and will be scheduled with at least a month’s notice
- Science Communication Fellowship workshops happen three times a year, and are scheduled with more than one month’s notice

LEARNING OUTCOMES:

- Project Coordination
- Cross-Departmental Collaboration
- Introduction to Science Communication techniques
- Science communication skills
- Event planning

PHOTO OF *MEET A SCIENTIST* EVENT AREA:



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HOW TO APPLY:

This position is only available to students who have been awarded Federal Work-Study funding as part of their financial aid award package. To apply and submit your [online application](#), along with a resume and cover letter. As part of the hiring process, you may be invited to interview. If hired you will need to complete a background check.