

OREGON MUSEUM OF SCIENCE AND INDUSTRY

WORK-STUDY OPPORTUNITY

Title: OMSI Research & Evaluation Resource Assistant
Reports To: Director of Engagement Research and
Advancement

Department: Exhibits
Unit: Research and Evaluation
Position Type: Work-Study

SUMMARY OF POSITION:

The Research and Evaluation Staff Resource Assistant helps equip Research and Evaluation team members to stay abreast of knowledge and skills needed for their positions. Research and Evaluation positions require deep, wide, current, and leading edge capacities; the Research and Evaluation Staff Resource Assistant supports staff to continually build these capacities. Direction and instructions are provided to support the Research and Evaluation Staff Resource Assistant on assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Meet regularly with supervisor to plan and track assignments
- Communicate and collaborate with team members regarding assignments and division work in general
- Synthesize secondary research reports
- Create tutorials and assessments
- Create data visualizations
- Support the management of library and online resources
- Research and document relationship stewardship
- Support, plan, and execute meetings and activities with staff
- Facilitate meeting minutes
- Other responsibilities, as identified

QUALIFICATIONS:

- Ability to work with paid and unpaid staff in a professional manner and setting
- Ability to support positive morale among team members
- Ability to independently complete assigned project tasks
- Attention to detail and a concern for accuracy and integrity
- Strong oral and written communication skills
- Strong planning skills
- Strong document preparation skills, along with skill providing constructive feedback
- MS Word, PowerPoint, and Outlook skills
- MS Excel skills (specifically, general formula functions, graphs, and tables)
- Must be willing to complete a required Human Research Protection training, including an online ethics training
- Must present a professional personal appearance.
- Ideally, the candidate will have skills with Surveygizmo, SurveyMonkey, and Piktochart skills

EDUCATION AND WORK EXPERIENCE:

- Some college education in social science, education, communication, business or equivalent experience
- Bilingual – English and Spanish

WORKING CONDITIONS:

OMSI is located at 1945 SE Water Avenue, Portland Oregon 97214. For more information, contact Volunteer Services at 503-797-4615 or volunteerservices@omsi.edu.

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Reports To: Marcie Benne, Director of Engagement Research and Advancement
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The working conditions are aligned with typical work in office settings. Tasks generally require: close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left or right while eyes are fixed on a given point), depth and perception (three dimensional vision, ability to judge distance and spatial relationships), and ability to adjust focus (ability to adjust the eyes to bring an object into sharp focus). Accommodations for impaired visual abilities can be discussed.

HOW TO APPLY:

This position is only available to students who have been awarded Federal Work-Study funding as part of their financial aid package. To apply, submit your [online application](#), resume and cover letter. Visit to begin your application www.tinyurl.com/omsiworkstudy.