OREGON MUSEUM OF SCIENCE AND INDUSTRY

INTERNSHIP OPPORTUNITY

Internship Title: Program Development Intern
Department: Programs

Reports To: Curriculum Developer
Unit: Research & Development

INTERNSHIP SUMMARY:
The Program Development Intern will assist the Program Development Team in developing new programs for the project Designing Our World, a bilingual (English/Spanish) project, whose goals include engaging girls ages 9-14 and their families in engineering activities. The programs will highlight personal relevance, altruism, socially compelling challenges, and collaborative strategies in the context of engineering. This internship offers a unique opportunity to be involved in many aspects of the program development process (including research, documentation, and testing of new programs) while gaining experience and building your portfolio at one of the nation’s top science and technology centers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Under the supervision of Curriculum Developer:
- Design and modify programs, including classes and demonstrations.
- Communicate with internal and external stakeholders.
- Attend and record proceedings of team meetings.
- Research and report to team on possible program content and educational approaches.
- Test new programs with target audience on the museum floor or in the community.
- Assist staff with filing, photocopies, mailings, data entry, phone calls, and maintenance of office space.
- Assume other duties and responsibilities as assigned.

KNOWLEDGE/SKILLS:
- Self-directed, willing to take initiative, and detail-oriented.
- Excellent communication, organizational, and writing skills.
- Excellent research skills (library, databases, interviews, and Internet).
- Excellent analytical thinking skills.
- Excellent interpersonal skills.
- Ability to meet deadlines.
- Ability to work effectively on a team.
- Experience working with youth ages 9-14.
- Dependable, punctual, and able to commit to a schedule.
- Proficiency in the following software programs: Microsoft Word, Excel, PowerPoint, and Internet browsers.
- Bilingual in English and Spanish a plus.

EDUCATION AND WORK EXPERIENCE:
The Program Development Intern should have an interest in better understanding how to develop programs for an informal education setting. The candidate should have experience with research (e.g., Internet, library, interviews) as well as with education (in an informal or formal setting). The candidate must learn quickly and be able to work simultaneously on multiple, diverse tasks. In addition, the candidate should have excellent interpersonal skills, as well as written and oral communication skills. This position is open to undergraduates, graduate students and professionals in the fields of engineering, education, sciences, or similar.

TIME COMMITMENT:
20-30 hours per week for a minimum of 3 months.

For more information, contact Volunteer Services at 503.797.4693 or VolunteerServices@omsi.edu.
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