



POSITION DESCRIPTION

Project Assistant – Opening the Box of Traditional Ecological Knowledge: STEAM Pathways for High School Students

INFORMATION

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| Department: | Education |
| Reports to: | Education Director |
| Location of | Juneau, Alaska |
| Work: | |
| Salary Grade: | DOE |
| Employment | Regular, Full-time |
| Category: | |
| Classification: | Exempt |
| Date: | TBA |

SUMMARY/OBJECTIVE

The objective of this position is to provide support to the Project Director and the Project Coordinator including coordination. The selected candidate will have experience entering and maintaining data in Excel formats; other experience managing data, such as travel documents. Inventory management and oversight will be a part of the Assistant's general duties.

ESSENTIAL FUNCTIONS

1. Responsible for inputting participant pre/post survey data.
2. Responsible for managing project survey data, including communication with the Project Evaluator about that data.
3. Will assist in procurement of supplies for trainings, summer academies, and TEK STEAM classes
4. Supports the Project Coordinator to prepare and manage project participants' travel and professional development activities.

5. Assists to coordinate and provide staff support during training events
6. Assists to coordinate and provide staff support during annual STEAM-Making Academies in Juneau.
7. Provides general project support functions, such as photocopying, maintaining electronic and paper filing systems, and engaging in information sharing about the project.
8. Other Duties as assigned.

COMPETENCIES

- Demonstrated effective verbal, written, and interpersonal communication skills
- Demonstrated ability to assist to coordinate activities with attention to detail
- Technical capacity using spreadsheets
- Knowledge of Southeast Alaska Native culture and Southeast Alaska's communities

SUPERVISORY RESPONSIBILITY

This position will not have supervisory responsibilities.

WORK ENVIRONMENT

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time benefited position, working 37.5 hours a week. Regular hours of work are 8:00am to 4:30pm Monday through Friday.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma

PREFERRED EDUCATION AND EXPERIENCE

- 2 years of professional work in the education or project-related field

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.