



## **POSITION DESCRIPTION**

### **STEM Education Project Assistant**

## **INFORMATION**

Department:	Education
Reports to:	Education Director
Location of Work:	Juneau, Alaska
Salary Grade:	DOE
Employment Category:	Full-time
Classification:	Non-Exempt
Date:	September 2019

## **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 to research and ensure that eight Maker Carts, nine 3D printers, and Northwest Coast art supplies are ordered for the project.
4. Will collaborate with teachers participating in the project to ensure that their Maker Carts are kept stocked for project programming.
5. Supports the Project Coordinator to prepare and manage project participants' travel and professional development activities.
6. Assists to coordinate and provide staff support during annual professional development events held in Juneau.
7. Assists to coordinate and provide staff support during annual STEAM-Making Academies in Juneau.
8. Provides general project support functions, such as photocopying, maintaining electronic and paper filing systems, and engaging in information sharing about the project.
9. 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 have no direct reports.

### **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.

### **WORK 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. Normal business hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. This position may be required to work longer hours during project completion.

### **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.

