

Student Worker – Alabama Department of Archives and History

Education Resource Creator Job Description

Student worker position assisting the education section head in the creation of educational resources and conducting museum tours.

Pay Range:

\$8.50 per hour for an undergraduate student (Education and/or History major preferred)

\$10.00 per hour for a graduate student

Daily Responsibilities:

- Assist in the creation of educational resources from the Archive's collections
 - Research, identify, and document primary sources from the Archive's collection to be used for educational materials
 - Develop lesson plans, activities, travelling resources, digital media, and other educational resources for parents and teachers
- Assist in developing school tours and associated school tour materials by collaborating on tour content and assessing course of study standards alignment.
- Assist the education section head in other duties as needed

Other responsibilities as necessary:

- Conduct school tours (K-12th) multiple times per day, when needed
- Copy activity sheets and other education materials.
- Assemble workshop and education packets.
- Register guests for events and workshops.
- Interact with children in various environments

Requirements:

- ability to create engaging, innovative, and original education resources from primary sources and museum artifacts
- interest in and familiarity with U.S. and Alabama history
- familiarity with Alabama Course of Study Content Standards
- above average writing & editing skills
- familiarity with Microsoft Office programs: Word, Excel, etc.
- must be able to conduct tours when needed (standing and climbing stairs)
- must be comfortable interacting with the public – **Primarily children**
- ability to work independently and to manage unexpected situations
- possess ability to lift or carry objects weighing between 25-50 pounds.
- maintain appropriate business casual attire. All clothing should be clean, neat and professional.

Hours:

- Flexible depending upon your class schedule, and needs of department 10 – 25 hours per week.
- Availability between hours of 8:30am-4:30pm.
- Must be available to work occasional Saturdays 8:30-4:30

Submit completed ADAH Student application form to Sarah McQueen at sarah.mcqueen@archives.alabama.gov or call Wesley Garmon 334-353-3288 for more information.



STUDENT WORKER POSITION

AVAILABLE 2016-2017 SCHOOL YEAR