



Education Coordinator

Review: August 17, 2017

(Job #17-59) Student Services Professional II (SSPII), Education Coordinator, HSU Natural History Museum, \$1,543-2,194/month. Appointment level dependent upon qualifications, experience, and grant fund availability; Salary is typically made at the beginning of the classification range. This is a part-time (0.4 FTE), non-benefited, 10/12 pay plan position (work 10 months of the year with pay and benefits spread over 12 months), temporary position at the Natural History Museum.

Position Summary: The HSU Natural History Museum (NHM) Education Coordinator will be primarily responsible for working with HSU students interested in science education (NHM Education Interns) to learn both content and pedagogy to successfully teach lessons to local youth during school visits to the NHM and during out-reach activities. The Education Coordinator will serve as a trainer and mentor throughout the program giving regular feedback to the college student interns about their work with preK-12 youth. The Education Coordinator will have a lead role in maintaining and developing NHM curriculum aligned to the standards addressing a variety of topics for a preK-12 audience. The NHM Education Coordinator will also be working other NHM staff members and the local public schools to continue to develop the NHM education programs to align with local needs and provide the Education Interns current and relevant knowledge and teaching experiences.

Job Duties:

The job duties of the Education Coordinator will be to support students interested in exploring science teaching. These duties will include:

- Training and mentoring HSU students (NHM Education Interns) interested in science education in working with preK-12 students including: a) Trains NHM Education Interns each semester in school visit program curriculum; b) Mentors students in pedagogy development for teaching learners of varying ages; c) Works with student to further develop a working scientific and natural history content knowledge; d) Conducts individual and group coaching cycles - collaborative lesson planning, observing intern teaching, providing feedback, assisting with student goal setting; e) Using the current standards, designs activities for interns to further their teaching and content skills
- Maintaining and developing curriculum for preK-12 NHM Programs including: a) Aligns programs to current education standards; b) Supervises and reviews any curriculum development done by student interns
- Facilitate continued development and revisions of NHM school programs to meet the needs of HSU students, the Natural History Museum and our public schools including: a) Working with all parties listed above to identify need or gaps in program offerings; b) Working with public school teachers and HSU faculty to ensure that the programs offered by the NHM are meeting the needs of furthering science and natural history education.

Minimum Qualifications: Education & Experience:

- Bachelor's degree in the sciences or education
- Two years of professional experience in one of the student services program areas or in a related field
- Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities below may be substituted for the required education on a year-for-year basis

Knowledge, Abilities & Skills:

- Excellent demonstrated communication skills in training and mentoring adult learners
- Interactive curriculum development experience
- Experience organizing and carrying out programs
- Ability to deal professionally and sensitively with a diverse group of people and a wide range of contacts at different levels

Preferred Qualifications:

- Teaching Credential
- Experience teaching in formal or informal education contexts (both preferred)
- Experience working with youth kindergarten through eighth grade students
- Familiarity and experience with the Next Generation Science Standards and the Common Core State Standards

(Continued on reverse)

Application Procedure: Please note that Humboldt State University now requires application materials to be submitted electronically. If assistance is needed, the Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station available and our front office team would be happy to assist you. Qualified applicants should submit electronically the following materials:

- Letter of Interest;
- [HSU Employment Application](#);
- Resume or Curriculum Vitae;
- Contact information for at least three professional references

Submission of the application materials should be sent as email attachments to careers@humboldt.edu.

Please include your last name and the job # (17-59) in the subject line of the email.

Application Deadline: This position is open until filled. The first review of applications will be Thursday, August 17, 2017.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 3081

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.