Do multiple individuals hold this position at one time?  

Yes  [ ] No

Number of positions available: varies

Work Schedule

A student in this position can expect to work ______ hours per day, 8 hours per week.

The student will work  [ ] Monday thru Friday  [ ] Saturday  [ ] Sunday  [x] any day of the week.

Hours are available during the following times of the day: 8 am - 6 pm.

Department/Position Overview

The interpretive planning assistant works with faculty and staff in delivering interpretive planning services to clients in local cultural and natural heritage organizations.

Description of Duties and Tasks

[ ] Interact with and convey a positive attitude to visitors and the campus community in person or by phone

[ ] Conform to an established work schedule; reliably work set hours as assigned

[ ] Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

[ ] Maintain the confidentiality of departmental/employee/student information

[ ] Run errands on and/or off campus, including campus mail pick-up and delivery

[ ] Perform light cleaning, departmental organization, and upkeep as required

[ ] Work efficiently and accurately without immediate supervision

[ ] Prepare research reports and other documents within specific deadlines

[ ] Prepare documents and presentations for client meetings

[ ] Assist with or facilitate focus groups as needed

[ ] Create, manage, and summarize audience research surveys and data
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: Microsoft Office applications
- Familiarity with specific equipment, listed here: licensed drivers preferred
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: MUST 275 or 285, or HIST 210 (Constructing Archives or Public History) and an internship in some aspect of museum work.
- Knowledge of archival and museum collections and documentation, and how to access both.