

Museum Facilitation Coordinator (4158U), Lawrence Hall
of Science - 3551 - 3551
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=135715>

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Posted Dec. 30, 2019, set to expire Apr. 28, 2020

Job Title	Museum Facilitation Coordinator (4158U), Lawrence Hall of Science - 3551 - 3551
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Dec. 30, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Sciences - General Mathematics/Applied Mathematics
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Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [\[url=https://apptrkr.com/get_redirect.php?id=1758200&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1758200&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=1758200&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1758200&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=1758200&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1758200&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)our Strategic Plan.

Application Review Date

The First Review Date for this job is: January 6, 2020

Departmental Overview

Berkeley's Lawrence Hall of Science the country's only science center that is part of a top-tier, public research university. This distinctive affiliation allows the Hall to partner with world-class scientists, engineers, educational leaders, and teachers, with the goal of developing and disseminating the most innovative and effective science, technology, engineering, and mathematics (STEM) programs available today. Our mission is to inspire and foster science learning for all especially for those with limited access to science.

Responsibilities

- * Under general supervision, prepares educational materials for use in both guided and facilitated museum programs for all audiences, including families and school groups.
- * Sets up exhibit and learning lab spaces and activities, including organizing materials, setting up

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spaces, and ensuring a welcoming and organized setting.

- * Communicates with exhibit staff about broken or damaged equipment.
- * Facilitates floor program, guided programs, and learning lab programs.
- * Adjusts facilitation to meet the needs of specific groups and works with volunteer and student facilitators to make changes to the program as well.
- * Documents feedback and makes recommendations for improvements.
- * Assists with the development of new materials, exhibit experiences, learning lab programs, and guided programs, all in collaboration with education staff, learning lab leads, and program manager.
- * Has administrative responsibilities related to museum education programs; training program facilitators, and setting and adjusting daily schedule to meet audience needs and staffing constraints.
- * Other duties as assigned.

Required Qualifications

- * Experience facilitating and developing museum programs in science, technology, engineering, and/or math.
- * Working knowledge of museum educational techniques.
- * Content knowledge in science, engineering, technology, math, and/or education pedagogy.
- * Working knowledge of the learning characteristics of museum audiences.
- * Knowledge of best practices for engaging learners in facilitated experiences.
- * Knowledge of best practices for engaging staff in daily scheduling, training, and seeking support when needed.
- * Excellent verbal, interpersonal, presentation and written communication skills.
- * Public speaking and presentation skills essential.
- * Intimate working knowledge of LHS programs or the ability to learn, especially floor and learning lab programs.
- * Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- * First Aid, CPR certification desirable and/or willingness to be certified.
- * Bilingual in Spanish and Mandarin.

Salary & Benefits



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This position is a non-exempt, bi-weekly paid position. Hourly pay for this role is commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1758200&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Driving Required

A valid driver's license and DMV check for driving record is required.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=1758200&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1758200&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1758200]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H



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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

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