

## Student Worker Job Description – Education

Reviewed / Updated: December 7, 2016

Student worker position requires working within the Education Section, conducting museum tours and assisting with public programs/tour coordination.

### Pay Range:

\$8.00 per hour for an undergraduate student (Education and/or History major preferred)

\$10.00 per hour for a graduate student

### Hours:

- Flexible depending upon your class schedule, and needs of department 10 – 25 hours per week.
- Availability between hours of 8:30 a.m.-4:30 p.m., Monday – Saturday.

### Daily Responsibilities:

- Conduct school tours (K-12<sup>th</sup>) multiple times per day:
  - Arrive 15 minutes early for each tour to greet and welcome groups.
  - Manage tour groups in a positive manner in all types of situations.
  - Provide accurate historical information when conducting tours. Training materials about Alabama history and museum exhibits will be provided for study/reference.
  - Clean classroom by organizing/disinfecting tables and vacuuming floors.
  - Assist Hands-on Gallery visitors.
  - Clean and tidy Hands-on Gallery and Grandma's Attic by disinfecting surfaces and organizing artifacts/clothes.

### Other responsibilities as necessary:

- Manage unscheduled groups in museum and Hands-on Gallery.
- Sign in groups using tablets to collect statistics for quarterly reports.
- Operate Hands-on Gallery desk or Museum Reception desk, assisting visitors and responding to requests and/or questions.
- Answer Public Services office phones and respond to questions.
- Print and fold Building Guides.
- Copy activity sheets and other education materials.
- Assemble workshop and education packets.
- Make and serve coffee and food during special events such as teacher workshops.
- Register guests for events and workshops.
- Interact with children in all types of environments, engaging in activities such as playing old-fashioned games, both inside and outside.
- Appropriate business casual attire; or in a Archives polo shirt (given once offered job) with khaki pants or blue jeans. Skirts, dresses, halter, or spaghetti string tops are not preferred as you will be working with children and the public. All clothing should be clean, neat and professional.

### Requirements:

- must be able to conduct 4 tours per work day (standing and climbing stairs)
- must be available to work occasional Saturdays 8:30-4:30
- 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.
- familiarity with Microsoft Office programs: Word, Excel, etc.
- above average writing & editing skills
- interest in and familiarity with U.S. and Alabama history

Submit completed ADAH Student application form to Sarah McQueen at [sarah.mcqueen@archives.alabama.gov](mailto:sarah.mcqueen@archives.alabama.gov) or call 334-242-4364 for more information.