

WHSTEP

JOB OPENING

Woods Hole Science & Technology Education Partnership

WHSTEP Administrator (Part-time, no benefits)

A part-time position is available with the Woods Hole Science and Technology Education Partnership (WHSTEP). Reporting to the WHSTEP Co-Chairs, the Administrator will work in close coordination with the Executive Committee and its subcommittees to help fulfill the WHSTEP mission.

WHSTEP, established in 1989, is a partnership of area schools, scientific institutions, businesses and community resources. Its purpose is to support, promote and expand science, math and technology education in the participating communities of Bourne, Falmouth and Mashpee.

DUTIES:

The Administrator's primary responsibilities will include:

- Communicate weekly with co-chairs
- Attend monthly Executive Committee meetings (approximately 9 per year) and other Partnership meetings and events (approximately 5 per year)
- Administer WHSTEP's Mini-Grant program
- Oversee production of the WHSTEP Newsletter (2 per year)
- Create promotional materials for WHSTEP events
- Coordinate science fair mentors
- Other duties as necessary

SKILLS AND QUALITIES DESIRED:

Preferred candidate will be able to work independently, be comfortable working with scientists and educators (K-12), be able to provide own transportation (local travel), and possess computer skills. This is a nine month/year position with emphasis on the academic year calendar. The hours are flexible, although some work-day and after-school availability is required. The duties and responsibilities of this position may vary week to week with an average of 5 hours per week. Compensation is \$21/hour.

EDUCATION/EXPERIENCE:

Bachelor's degree preferred; experience working with K-12 educators; familiarity with the Woods Hole scientific and engineering community is a plus.

INSTRUCTIONS:

Send resume by email to whstep-info@whoi.edu . Deadline for applications is Friday October 2nd.