Program Associate (Part-Time)

Position Information

Working Title: Program Associate (Part-Time)
Department: Nebr Ctr for Materials & Nanoscience-1319
Requisition Number: S_190089
Posting Open Date: 02/04/2019
Application Review Date: 02/19/2019
Posting Close Date: Open Until Filled

Description of Work:
Support Education and Outreach Activities in the areas of Materials, Nanoscience, Nanotechnology and Physical Sciences and Engineering for the Nebraska Center for Materials and Nanoscience, the Nebraska Nanoscale Facility, part of the NSF National Nanotechnology Coordinated Infrastructure, and the Nanoscale Science and Technology Program of Excellence, in collaboration with associated academic departments. Provide administrative support to the Assistant Director in operating summer and undergraduate research programs and experiences for faculty, students and high school teachers, and in operating facilities in the Voelte-Keegan Nanoscience building.

The University of Nebraska-Lincoln seeks to attract and retain a high performing and diverse workforce in which employees’ differences are respected and valued to better meet the varying needs of the diverse populations we serve. The university fosters a diverse and inclusive work environment that promotes collaboration so that all individuals are able to participate and contribute to their full potential. As an EO/AA employer, qualified applicants are considered for employment without regard to race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation. See: http://www.unl.edu/equity/notice-nondiscrimination.

Minimum Required Qualifications:
Bachelor’s degree in science or education plus 1 year of experience in science education/outreach in elementary, secondary, college or graduate school setting required; equivalent education/experience considered. Science or science teaching background necessary. Must have ability to assess/analyze situations and make adjustments to achieve desired objectives. Public speaking skills essential. Proficiency in word processing and database software required. Excellent organizational skills necessary.
Must have ability to relate to middle school students. Valid driver’s license required.

Preferred Qualifications
Bachelor’s of Science degree in physics, engineering or science education preferred. Two or more years of experience in science education/outreach in elementary, secondary, college or graduate school setting desirable. Ability to apply, integrate and communicate extensive scientific information to persons of all educational levels and backgrounds helpful. Prefer ability to facilitate and/or establish the achievement of functional area objectives.

Pre-Placement Driving Record Review Required
Yes

Physical Required
No

Commercial Driver’s License (CDL) required. Subject to DOT approved pre-employment & random testing for alcohol and controlled substances.

Criminal History Background Check Required
Yes

Posted Salary
$18.00/hr minimum

How to Apply
Click on the words “Apply for this Job.” You will then either create an application or edit your current application that is on file. You will be required to attach your resume, cover letter, and list of references as three (3) separate documents in MS Word or PDF format.

For questions or accommodations related to this position contact
Samone Behrendt, Program Associate, NCMN, 402-472-2271 (samone.behrendt@unl.edu).

Job Category (old)
Managerial/Professional

Job Type
Part-Time

Alternate Work Schedule (if other than 8-5)
20 hours/week schedule to be determined.

Position funded by grant or other form of temporary funding?
No

If Temporary, indicate end date

Planned Hire Date:
As soon as possible.

Appointment End Date
N/A

Supplemental Questions

Required fields are indicated with an asterisk (*).

Required Documents
Required Documents

1. Cover Letter
2. Resume
3. List of References

Optional Documents

None