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Job Details

Job Title Education and Outreach Coordinator

Job ID 306843

Location Twin Cities

Full/Part Time Full-Time

Regular/Temporary Regular

Qualifications

Essential Qualifications:

- A bachelor's degree in education, ecology, or a related field and 3 years of related professional experience
- Experience working with MS Office (Word, PowerPoint, Excel) and Google Applications (Calendar, Gmail) is required

Preferred Qualifications:

- In addition to teaching experience, work experience in one or more of the following areas: scientific or educational research, ecology, conservation, sustainability, or academia.
- Knowledge of local, state, national, and global organizations, government agencies, businesses, and individuals who are stakeholders in education issues related to the environment, biodiversity, ecosystem services, sustainability, and conservation
- Familiarity with CCESR or other similar biological field stations

About the Job

Cedar Creek Ecosystem Science Reserve Education and Outreach Coordinator

Summary of the Position:

The primary responsibility of this position is to fulfill the education and outreach mission of Cedar Creek Ecosystem Science Reserve (CCESR), which is to provide science-based educational programs for learners of all ages to improve understanding of our planet's ecosystems and how they are changing under human pressures. The position involves teaching, developing, and coordinating all education and outreach activities at CCESR, which is near East Bethel, MN. This includes teaching K-12 students, facilitating faculty teaching of university students at CCESR, providing professional development opportunities for K-12 teachers, and creating and leading outreach programs both at CCESR and off-site. Other duties include recruiting and training part-time teaching staff and volunteers, developing and updating programming content, evaluating programming, promoting CCESR by increasing the number of individuals participating in programs, maintaining the CCESR site usage database, reporting progress toward program goals, and working with other CCESR staff to support the research and conservation missions of CCESR.

Responsibilities:

60% K-12 Teaching

- Teach K-12 students in field-based programs in CCESR's scientific and natural areas
- Teach K-12 students in classroom-based programs at their schools, especially during winter
- Develop and instruct K-12 teacher professional development classes/opportunities
- Collaborate with teachers, students, faculty and community members, develop and update field and classroom learning materials and sessions based on instructional design principles
- Assist director, associate director, and faculty with identifying CCESR's educational and community outreach goals and long-term planning
- Assess program effectiveness; Recommend and implement program changes as needed
- Accumulate long-term data from K-12 student monitoring; Work with information manager to store and distribute data and metadata; Analyze needs/wants of participants and update or create educational programming accordingly
- Recruit, hire, train, and orient part-time and volunteer teaching staff, as needed to accommodate large groups

20% Undergraduate and Graduate Education

- Assist University of Minnesota (UMN) faculty with use of CCESR scientific and natural areas to enhance relevant courses and workshops
- Train UMN undergraduate and graduate students to effectively communicate science to learners of all ages
- Support field and lab activities for UMN courses offered at CCESR

10% Community Outreach

- Provide regularly scheduled tours and presentations for the public at CCESR and off-site
- Recruit schools, teachers, faculty, students and others to visit CCESR
- Collaborate with others at CCESR to promote CCESR's education and outreach programs, research, and conservation by creating and distributing print and video materials
- Initiate outreach opportunities

5% Professional Development

- Contribute to national, state, and local education communities and conferences, such as within the Long-Term Ecological Research Network, the Ecological Society of America, the Minnesota Science Teachers Association, and the University of Minnesota
- Keep current with developments in education and instructional design

5% Administrative Support

- Maintain CCESR site use database, recording information for all visitors and groups both on-site and off-site
- Report site usage data, budget data, and progress toward education and outreach goals
- Purchase supplies and field instruments needed for education and outreach programming and events
- Collaborate with others at CCESR to schedule and bill events

Essential Qualifications:

- A bachelor's degree in education, ecology, or a related field and 3 years of related professional experience
- Experience working with MS Office (Word, PowerPoint, Excel) and Google Applications (Calendar, Gmail) is required

Preferred Qualifications:

- In addition to teaching experience, work experience in one or more of the following areas: scientific or educational research, ecology, conservation, sustainability, or academia.
- Knowledge of local, state, national, and global organizations, government agencies, businesses, and individuals who are stakeholders in education issues related to the environment, biodiversity, ecosystem services, sustainability, and conservation
- Familiarity with CCESR or other similar biological field stations

About the Department

Cedar Creek Ecosystem Science Reserve is a University of Minnesota biological field station with many ecosystems and species found throughout the forests and grasslands of North America. Faculty, staff and students who work at Cedar Creek are dedicated to understanding how human activities, such as agriculture and fossil fuel combustion, are changing ecosystems.

Many of the experiments at Cedar Creek consider the long-term consequences of human-driven environmental changes. These include ecosystem responses to:

- Biodiversity loss
- Nitrogen deposition
- Elevated carbon dioxide
- Warming and changes in precipitation
- Exotic species invasions

How To Apply

Applications must be submitted online. To be considered for this position, please click the Apply button and follow the instructions. You will have the opportunity to complete an online application for the position and attach a cover letter and resume.

Additional documents may be attached after application by accessing your "My Activities" page and uploading documents there.

This position will remain open until filled.

Diversity

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: <http://diversity.umn.edu>.

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647).

Background Check Information

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

About the U of M



UNIVERSITY OF MINNESOTA

The University of Minnesota, Twin Cities (UMTC)

The University of Minnesota, Twin Cities (UMTC), is among the largest public research universities in the country, offering undergraduate, graduate, and professional students a multitude of opportunities for study and research. Located at the heart of one of the nation's most vibrant, diverse metropolitan communities, students on the campuses in Minneapolis and St. Paul benefit from extensive partnerships with world-renowned health centers, international corporations, government agencies, and arts, nonprofit, and public service organizations.

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