

Subject: Cary Institute - Education Program Assistant

The Cary Institute of Ecosystem Studies in Millbrook, NY is seeking an Education Program Assistant to provide part-time support for K-12 ecology field programs and the Hudson Data Jam Competition. This is a 3-month position (March-June 2016) with possibility of extension dependent on performance and availability of funds.

The full job announcement is available below and at the following link: <http://www.caryinstitute.org/who-we-are/jobs>

Job Title: Ecology Education Program Assistant

Hiring Manager: Michelle Forster

Secondary Hiring Manager: Jones, Patricia (HRM1)

Department: Education

Duration: Starts mid-March with initial appointment of three months.

Job Opening Status: In-progress

Duties: Part time position averaging 60% time (21 hours per week) with a variable schedule to match programming. Help promote, develop curriculum and materials for, and teach Ecosystem Exploration programs for K-12 school groups at the Cary Institute, and Schoolyard Ecology programs at local schools.

Assist with the Hudson Data Jam Competition, which will include providing classroom support, judging entries, and executing the Data Jam Expo.

Support other facets of the Institute's education programs, including teacher workshops, curriculum development and education research.

Qualifications : Course background (Bachelor's degree preferred) in ecology or related field.

Ecology teaching experience with school children and the public.

Ability to communicate with a wide audience.

Excellent writing and organizational skills.

Reports To: Michelle Forster

Posted On: 01/07/2016

Closing Date: Open until filled.

Starting Date: 03/14/2016

Number of positions: 1

Location: Millbrook

Country: USA

To Apply: To apply, visit our website at <http://www.caryinstitute.org/who-we-are/jobs> and complete our online job application. Please submit one document that includes a cover letter, resume and the names and full contact information (including e-mail address) for three professional references. Please include reference code 16007-I in your correspondence.

The Cary Institute is an Equal Employment Opportunity (EEO) and Affirmative Action (AA) employer. It is the policy of the Company to provide equal employment opportunities to all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, familial status, protected veteran or disabled status, or genetic information.

Alan R. Berkowitz, Ph.D.
Head of Education
Cary Institute of Ecosystem Studies
2801 Sharon Turnpike
PO Box AB
Millbrook, NY 12545
Phone: (845) 677-7600 ext. 311
Fax: (845) 677-5976
Email: berkowitza@caryinstitute.org
Web: www.caryinstitute.org
