

Education Scheduling Special Assistant

Working at the National Museum of the Marine Corps

Job Description

The Education Scheduling Special Assistant works with the Education Section staff to schedule school groups and assists with educational programming in the Museum.

Position is limited to 29 hours per week with a term not to exceed three years. Position requires evening and weekend shifts that vary from week to week.

Duties:

- Act as the point of contact for student groups as they make visitation plans.
- Forward information to Museum staff to complete reservation, as necessary.
- Utilize museum calendar software, schedule groups, and reserve spaces.
- Attend weekly calendar meetings.
- Provide logistical support for groups and set up chairs, podiums, clipboards, etc., as needed to ensure successful student group visit.
- Ensure Education Section staff is assigned to greet school groups.
- Provide Education Chief with reservation and attendance numbers weekly.
- Assist the Education Section with other education programming as needed.

Qualifications:

- Excellent oral and written communication skills.
- Ability to engage with children and adults in a friendly, outgoing and professional manner.
- Comfortable leading presentations and interacting in a virtual group setting.
- Experience using Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to multi-task and manage time effectively.
- Team player.
- Attention to detail.