Adrian College

Student Employer: Adrian College - 110 S. Madison St. Adrian MI 49221

Department:	Career Planning/TED
Supervisor:	Janna D'Amico, Assisted by Danielle Gilbert - jdamico@adrian.edu, dgilbert@adrian.edu
Job Title:	**Student Worker:** Track and Explore Website and Curriculum Developer
Location:	210 Caine Student Center

Purpose of Position: To assist the Track and Explore Program with tasks.

Beginning and End Date: 2024-2025 Academic Year

Job Description:

Update and maintain the website that presents the lessons and activities for the AC/MIS partnership program Track and Explore as a virtual field trip; work with the supervisor and other students to develop a curriculum for lesson activities to be implemented during the May field trip sessions; management of a website that serves as a resource for activities and lessons for middle school science teachers.

Rate of Pay: This is a part-time student employment position at $10.33 for hours worked.

Hours: Up to 8 hours per week unless otherwise approved.

Required Job Skills:

- Strong preference for TED science education students-elementary or secondary, or biology or ESS student with strong interest in education.
- Must have knowledge of and ability to use Web tools such as Weebly and PREZI
- Must be organized and detail oriented
- Flexibility, ability to problem solve and creativity are important skills for this position
- Some preference for someone with their own transportation

Remarks: Track and Explore will hire students to run field trips for the Month of May, it is desired that Program Assistant will be interested in working for the month of May to run field trips with other AC students. Students who apply to work the Track and Explore program have an interest in working with youth, are interested in teaching or leading a group and like the sciences. Office information: Office hours are M-F from 8:30am to 5:00pm, business casual dress required. Desired GPA is 2.5 or above.