

# RESEARCH AND LEARNING CENTER

at the Fort Worth Museum of Science and History



## RESEARCH AND LEARNING CENTER RESEARCH ASSISTANTS

(4 to 10 hours/week)

### Job Description:

The Research and Learning Center is seeking an enthusiastic graduate student or recent graduate with strong communication and organizational skills. Assistants will work on research and organizational tasks in the RLC for 4 to 10 hours each week, at least 3 of which will be spent facilitating museum guest-researcher interactions during the RLC's open hours.

### Reporting Relationship:

This position reports to the Research and Learning Center's Managing Director.

### Basic Functions and Responsibilities (including, but not limited to):

- Assisting researchers with data collection
- Training researchers
- Communicating with museum guests
- Preparing quarterly research newsletters
- Designing research interpretations
- Organizing data and procedural files
- Being available for unexpected needs that may arise during a study
- Facilitating logistics of studies

### Qualifications:

- Pursuing a Masters or PhD from an accredited university or college, or a recent graduate of one of these programs
- Excellent interpersonal skills; ability to communicate with a wide range of staff, museum guests, and researchers
- A positive, achievement-oriented attitude and proactive work ethic; self-starter
- Basic computer proficiency
- Strong organizational skills
- Available to assist on Tuesday evenings and Saturdays
- Flexible and available to switch tasks when unexpected needs arise

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