**Temporary Public Information Assistant**

**Please see Special Instructions for more details.**

Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for classified staff positions. Typically, the starting salary is at the lower end of the salary range. For additional information please contact: Ryan Brown (Ryan.Brown@oregonstate.edu). OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

**Position Details**

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| Position Information | | |
| **Department** | | College Forests (FOR) |
| **Classification Title** | | Temp Public Info Assistant |
| **Job Title** | | Temporary Public Information Assistant |
| **Appointment Type** | | Temporary Staff |
| **Job Location** | | Corvallis |
| **Position Appointment Percent** | | 50 |
| **Appointment Basis** | | 12 |
| **Pay Method** | | Hourly |
| **Min Salary** | | $14.89 |
| **Max Salary** | | $22.12 |
| **Employment Category** | | Temporary |
| **Position Summary** | | This recruitment will be used to fill one part-time (approximately 20 hours per week) Temporary Public Information Assistant for College Forests at Oregon State University (OSU).  This position will be responsible for creating a place-based interpretive program for the Forest Discovery Trail at Peavy Arboretum, focusing on the themes of forest disturbance and succession in honor of Dr. Bill Ferrell. Dr. Bill Ferrell was a professor in the College of Forestry and one of the pioneers of forest ecology and forest science as well as a champion of experiential learning. His family is working with Oregon State University (OSU) Research Forests staff to create a meaningful and lasting contribution in his name to the community of the College of Forestry and Corvallis.  This position will produce the following products associated with the Forest Discovery Trail:   1. **Interpretive Plan:** Mission, purpose, audience, resources, messages, themes, and sources. 2. **Site Plan:** Map with implementation locations, development guidelines, and interactive exhibit locations. 3. **Site Orientation:** Signs, posts, and maps as needed to orient and direct audience along trail route. 4. **Self-guided Tour:** Paper guide for groups and individuals to use in learning about project themes, including links to more information. |
| **Position Duties** | | **35% – Research and Develop Interpretive Content:**  Research content including (but not limited to) reading textbooks, academic literature, and electronic materials, as well as interviews with subject matter experts and family members.  **10% – Field visits:**  Conduct field visits to develop a thorough and working knowledge of the Forest Discovery Trail and surrounding area to effectively develop and place messages on the landscape, as well as design site orientation materials. Visit off-site interpretive trails as needed.  **50% – Create Products Associated With Project:**  Conduct all work necessary to create the desired products associated with the project. Develop an interpretive plan for the site, including mission, purpose, audience, resources, messages, themes, and sources. Create a site plan to help guide implementation of the project. Create content for site orientation (such as maps, signs, etc) to enable visitors to navigate the site. Write and finalize a self-guided tour of the site for use by families and community groups and individuals, including links to more materials and identifying common core curriculum overlap.  **5% – Other duties as assigned.** |
| **Minimum Qualifications** | | Two years of experience gathering information, writing and/or producing materials, and presenting materials to selected audiences; OR A Bachelor’s degree in Journalism, Communication, or a closely-related field. |
| **Additional Required Qualifications** | | Demonstrable ability to independently research and develop content for a complex project.  Strong writing skills, including the ability to condense and organize large amounts of complex content into concise and clear written messages.  Interpersonal communication skills and the ability to interact with various stakeholders through interviews and meetings.  Experience with Microsoft Office suite or similar software. |
| **Preferred (Special) Qualifications** | | Coursework, experience, or degree in interpretation, free choice learning, teaching, pedagogy, or related fields.  Coursework or experience leading to understanding of foundational concepts associated with ecology.  Undergraduate or graduate degree in a natural resource related field.  A demonstrable commitment to promoting and enhancing diversity. |
| **Working Conditions / Work Schedule** | | This schedule for this position is flexible, depending on the needs of the applicant. The preferred work schedule is 20-40 hours a week until completion of the project.  Work location will be at the OSU Research Forests Business Office at Peavy Arboretum. Some travel may be required to attend meetings, conduct interviews, or visit example sites.  Field work (10%) requires the ability to hike on uneven terrain and steep hills. |
| **This position is deemed essential and the incumbent may be expected to report to work during inclement weather, emergency and other University work curtailments or closures.** | | No |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | | No |
| Posting Detail Information | | |
| **Posting Number** | P01624CT | |
| **Number of Vacancies** | 1 | |
| **Anticipated Appointment Begin Date** | 07/23/2018 | |
| **Anticipated Appointment End Date** | 01/22/2019 | |
| **Posting Date** | 06/22/2018 | |
| **Full Consideration Date** |  | |
| **Closing Date** | 07/06/2018 | |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants | |
| **Special Instructions to Applicants** | Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for classified staff positions.  Typically, the starting salary is at the lower end of the salary range.  For additional information please contact: Ryan Brown (Ryan.Brown@oregonstate.edu).  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. | |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. \* Please describe your experience with Microsoft Office or similar software.

(Open Ended Question)

1. \* Please describe your experience (if any) with natural resource interpretation.

(Open Ended Question)

**Documents Needed to Apply**

**Required Documents**

**Optional Documents**