

## Education Program Assistant [Paid internship]

Interns will help provide an interactive learning experience to elementary age students through an educational program through the Harry S. Truman Library and Museum in Independence, Mo. This paid intern opportunity is available January – April 2023. The interns will work with other interns and volunteers and lead groups of students (8-11 yrs. old) and move students to stations in the museum exhibits and work with students to complete tasks in those areas.

Interns will need to keep the students on track and focused. Interns will also have to keep track of time as students will be accomplishing multiple tasks in various locations.

The interns will be paid \$12.50 an hour for a minimum of 100 hours during January to mid-April 2023. The hours will be during the work week, Monday through Friday and are approximately 9:00am - 1:30pm. The days and hours worked each week may vary.

The deadline for applications is November 15, 2022. Interviews will be conducted in December and interns notified shortly afterwards. The internship will start in early January 2023.

### COMMITMENT REQUIRED:

A minimum commitment of two programs a week from January-April is required. Training will take place in January.

### QUALIFICATIONS NEEDED:

Current enrollment in a 2 or 4-year degree program

Good organizational and communication skills

Ability to work independently and effectively

Ability to balance multiple tasks

Dependable and punctual

Enjoy interacting and comfortable with third graders

Extensive prior knowledge of the Truman Presidency is not required but a working knowledge of American history and government is helpful

To express your interest in this intern opportunity please email [mark.adams@nara.gov](mailto:mark.adams@nara.gov)

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