

**CITY OF EAST LANSING
EAST LANSING PUBLIC LIBRARY
JOB POSTING**

AVAILABLE POSITION: STEAM Education Specialist

PAY RANGE: \$43,938.49 - \$61,448.66 (dependent on experience)

HOURS PER WEEK: Full-time, Exempt; At-Will position, with benefits. Includes night and weekends

Reports to: Head of Technology Services

Department: Technology Services

Positions Supervised: Volunteers, Makers in Residence, Maker Studio Interns

PURPOSE:

Forty (40) hour per week vacancy for an energetic, team-oriented STEAM educator with a strong commitment to creating unique and engaging learning opportunities for all ages. The STEAM Education Specialist will work with library staff and key community stakeholders to develop, implement and promote a dynamic STEAM education platform both within the library and out in the East Lansing Community; recruit, train, supervise, and mentor Maker Studio volunteers, Makers in Residence, and Maker Studio interns; and collaborate with library staff to ensure that the Maker Studio is a productive and positive space.

ESSENTIAL POSITION FUNCTIONS

- 1) Design, implement and promote STEAM focused classes, workshops and online trainings for patrons of all ages and skill levels.
- 2) Instruct and mentor library staff to help them create and implement more STEAM subjects into their programming.
- 3) Staff the library's Maker Studio during library's open hours.
- 4) Create and maintain documentation and procedures for Maker Studio hardware, software, supplies and other technologies.
- 5) Use established systems and procedures to respond to, schedule, and manage patron inquiries requesting Maker Studio appointments, training and questions.
- 6) Provide group and One-on-One technology, STEAM and maker training to patrons and staff.
- 7) Create training documentation, lesson plans, handouts, displays, and video clips to support technology, STEAM, and maker programs.

- 8) Visit outside entities and organizations to promote the Maker Studio and library, educate people about the collections and services the library and Maker Studio offer, and to provide off-site instruction and support.
- 9) Other duties as assigned.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

- 1) Bachelor's or Master's degree in STEAM related fields.
- 2) Demonstrated experience with planning and implementing STEAM programming.
- 3) Experience with training, teaching and/or coaching.
- 4) Exceptional written and oral communication skills.
- 5) Demonstrated experience instructing and mentoring individuals of diverse ages, and educational levels.

Knowledge, Skills, Abilities and Personal Characteristics

- 1) Ability to stay current on STEAM education trends.
- 2) Ability to think creatively and critically about technology issues.
- 3) Ability to motivate and coach staff, volunteers, students and patrons.
- 4) Ability to define problems, collect data, establish facts and draw valid conclusions.
- 5) Comfortable speaking before large groups.
- 6) Ability to design and facilitate experiences and programs to enable creative and maker based opportunities for patrons and library staff.
- 7) Possession of excellent critical thinking skills and the ability to make sound decisions.
- 8) Ability to work effectively with all age groups and all skill levels.

PREFERRED QUALIFICATIONS

- 1) Master's degree in education, educational technology, or related fields.
- 2) Teaching experience.
- 3) Experience with recording and producing video for the web, video and audio editing.
- 4) Experience with 3D design and printing.
5. Experience creating print and digital documents using software such as Adobe Creative Cloud.

PHYSICAL DEMANDS

- 1) Ability to sit and use a computer for extended periods and operate standard office equipment.
- 2) Ability to lift and move up to 50 pounds.
- 3) Ability to push carts and book trucks with up to 150 pounds of materials on them.
- 4) Ability to perform repeated reaching, bending, and squatting.

- 5) Travel by automobile is required.
- 6) Ability to crouch and kneel to reach equipment near the floor.

WORKING CONDITIONS

- 1) Majority of work performed in library environment and East Lansing community.
- 2) Requires schedule changes before, during, and after scheduled programs.
- 3) Requires evenings and weekends.
- 4) Requires periodic participation and attendance at events and training.

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with position and is subject to review and change at any time in accordance with the needs of The East Lansing Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

APPLY: East Lansing Public Library
Attention: Lauren Douglass, Head of Technology Services
950 Abbot Road
East Lansing, MI 48823
ldougla@cityofeastlansing.com

Please fill out an [application](#); Include resume and cover letter.

DEADLINE: August 5, 2019 at 6pm

EAST LANSING IS AN EQUAL OPPORTUNITY EMPLOYER. THIS POSITION REQUIRES A BACKGROUND CHECK.