

JOB TITLE:	#1334 Program Specialist, History Day
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$3,769.00 monthly minimum
STATUS & HOURS:	Full-time, project (2,088 annual hours) position with an end date of June 30, 2017.
CLASSIFICATION:	11L Professional
HIRING MANAGER:	Head of History Day
POSTING DATE:	October 21, 2016
DEADLINE DATE:	Application materials must be received by November 4, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Specialist, History Day to develop innovative history instruction using the methodology of public history; to develop and coordinate student and teacher services for the state-wide History Day program in Minnesota through partnerships with colleges and universities, historical organizations, libraries and archives; to lead educational programs for students in grades 6-12; to develop and deliver professional development programs for teachers; to coordinate collaborations with other MNHS departments and historic sites to serve History Day participants; and to design and develop teaching materials as needed for these programs.

SUMMARY OF WORK: 1) coordinate the History Day undergraduate mentoring program and supplemental classroom outreach with institutional partners as funding allows; 2) coordinate National History Day Resources for Assigned Service Area; 3) develop curriculum materials, instructional strategies and workshops for teachers that will facilitate their ability to use the National History Day program and Minnesota Historical Society educational products to address the Minnesota Graduation Standards for American History, World History, Minnesota History and Historical Skills; 4) play a leadership role in the coordination of National History Day in Minnesota; and 5) facilitate program evaluation by collecting and analyzing data and preparing program reports for assigned regions and programs.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in history, social studies education or related field plus five years experience in history teaching or developing history programs or equivalent OR and advanced degree plus three years program experience or equivalent.
- Demonstrated ability to develop and deliver workshops and classroom presentations for teachers.
- Knowledge of pedagogical theory and practice.
- Experience working with schools in urban and/or rural areas.
- Demonstrated ability to nurture positive interaction among students and lead successful classroom presentations.
- Strong organizational skills are needed to facilitate student and teacher programs.
- Broad general knowledge of history and historical methodology.
- Strong written and verbal communication skills.

DESIRABLE QUALIFICATIONS:

- A graduate degree in history or social studies education.
- Experience with the National History Day program, at any level.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged

- No phone calls please -