

JOB TITLE:	#1341 Program Assistant, Digital Learning & Assessment
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$17.76 hourly minimum
STATUS & HOURS:	Part-time, project (1,248 annual hours) position working through June 30, 2017. Renewal dependent upon funding and program need.
CLASSIFICATION:	05L Professional
HIRING MANAGER:	Digital Learning & Assessment Manager
POSTING DATE:	November 22, 2016
DEADLINE DATE:	Application materials must be received by December 13, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Assistant, Digital Learning & Assessment to support operations for the Digital Learning and Assessment (DLA) team in the Education Division. This position will support the maintenance of hardware and software for Play the Past and other DLA programs, support Education Division evaluation activities, and support overall DLA activities and programs.

SUMMARY OF WORK: 1) support the maintenance of Digital Learning and Assessment and Education Division programs; 2) support evaluation for Digital Learning and Assessment and the Education Division; 3) support the research and development of DLA products and programs; and 4) support operations of the Digital Learning and Assessment group.

MINIMUM QUALIFICATIONS:

- High school diploma plus two years of program experience or formalized training within a professional discipline or equivalent OR bachelor's degree in history education plus one year of program experience or equivalent.
- Experience working in history education or public programs.
- Experience with customer service.
- Familiarity and comfort with technology.
- Knowledge of Google Apps (Gmail, Google Docs, Google Spreadsheets, and Google Forms) and Microsoft Office (Window, Word, Excel).
- Strong organizational skills and commitment to meeting deadlines.
- Strong attention to detail.
- Strong interpersonal skills and the demonstrated ability to work with diverse groups and individuals.
- Ability to prioritize and manage multiple work assignments.

DESIRABLE QUALIFICATIONS:

- Experience using iOS devices.
- Experience working with Device Management Software.
- Experience working with evaluation software programs such as SurveyGizmo and/or Tableau.
- Knowledge of the Society's programs, procedures and priorities.

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 -