



Science Center Assistant



Job Overview

The job of Science Center Assistant was established for the purpose providing support to the science center with specific responsibility for preparing, organizing, transporting, and maintaining science kit inventory.

This job reports to the Director of Curriculum.

Job Functions

- Prepares and assembles science kits for elementary and middle school students including inventorying kit contents, replacing missing items, and preparing kits for delivery.
- Inventory science kit supplies in the Science Center prior to orders being placed to ensure accurate count of available supplies and that the correct number of supplies are ordered.
- Stage science kits for shipping by placing them in the correct order of numbers of kits needed for each school.
- Receives, unpacks, inventories, cleans and restocks warehouse with supplies that are returned to the warehouse from schools, determining and replacing any supplies that cannot be reused.
- Organizes warehouse quarterly once kits are packed and removed from the warehouse for delivery.
- May provide general clerical and administrative support such as copying, filing, responding to inquiries, and data entry.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

The job is performed under conditions with potential exposure to risk of injury and/or illness.

Generally, the job requires 20% sitting, 40% walking, and 40% standing.

Physical Requirements: The work requires some physical exertion, such as long periods of standing, crouching, stooping, stretching, reaching, or similar activities, lifting heavy objects including science kits and boxes of supplies, climbing ladders to reach stored supplies in the warehouse. Tools and equipment used include a 2-wheeler dolly, pallet jack, ladder and carts. The job is performed under conditions with some exposure to risk of injury and/or illness.

Qualifications

Minimum experience: Relevant Experience

Minimum education: High School Diploma or equivalent

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Some experience with spreadsheets, basic computer literacy.
- Subject matter knowledge in science and scientific concepts.



- Strong verbal and written skills, excellent time management and organizational skills, flexibility, and the ability to maintain high level of confidentiality with all communications related to duties.

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: None Specified

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Non-exempt

Employee Type: Classified

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