



## Union Station Kansas City, Inc.

### Position Description

**Title:** Science City Education Team Program Assistant  
**Department:** Science City Education  
**Reports to:** STEM Program Manager

**Essential Duties and Responsibilities:** This full time position is a valued member of the Science City team. The STEM Program Assistant is responsible for assisting in the development, implementation and assessment of quality STEM programs for students and educators. The successful candidate must be a creative, collaborative team player who will work to ensure the highest level of customer experience and fulfillment of our mission. This position requires a self-starter who is willing to work flexible hours, including Saturdays and some evenings.

- Assist with preparations for and implementation of Science City Education team programs and activities, including the GKC Science & Engineering Fair, Code.org, Saturday STEM Seminars, ScienceWise and others.
- Coordinate local professional learning workshops including assisting in planning event logistics (dates, location, catering, supplies, etc.) and serve as the primary point-of-contact for educators.
- Draft and send communications to educators (workshop reminders, community events, etc.) and examine educator experience survey results.
- Help grow and sustain our local community of STEM and specifically, computer science, educators.
- Assist with Science City Summer Camp, including but not limited to:
  - Work with team to follow timeline for timely completion of duties.
  - Make purchases for camp materials and supplies as needed.
  - Set-up enrollment in ticketing system and review all enrollments for eligibility and process payments.
  - Provide timely confirmation to parents re enrollment status.
  - Maintain oversight of camp enrollment weekly to ensure every week is full.
- Copy, collate and assemble items for Science City informational packets.
- Coordinate Science City Education team internal event calendar with Union Station events team.
- Process invoices for certain education department purchases.
- Other duties as assigned.

*Please note that the above job description is not all inclusive of actual job duties and is meant to give applicants a basic summary of the job opportunity being offered.*

### Qualifications – Candidates must:

- Have a bachelor's degree in business or education.
- Possess exceptional written and oral communication skills, and be able to communicate clearly and effectively with guests, co-workers and management.
- Be proficient with all Microsoft Office products and Google Docs.
- Have an affinity for STEM (science, technology, engineering & math).
- Take initiative and be enthusiastic, energetic and dependable.
- Be creative and flexible in meeting daily opportunities, challenges and deadlines in a fast-paced environment.
- Be a great communicator who is detail oriented, organized, dependable and able to multi-task.
- The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Qualifications – ideal candidates will also have experience:**

- With professional learning for K-12 teachers
- Working with educators, school or district leaders
- With event planning or community organizing
- In computer science – being tech-savvy is a plus

**The successful candidate will be required to:**

- Work Tuesday thru Saturday on a regular basis. Occasionally work a variable schedule established by Science City management, including some evenings, weekends and holidays – occasional overtime may be required.
- Be punctual and regular in attendance.
- Conform to the Union Station staff dress code.
- Lift up to 25 pounds.

**About Science City:** Science City at Union Station Kansas City, is a dynamic, hands on science center featuring nearly 200 individual interactive exhibits and daily programming and this position is a valued member of that team. Kids of all ages experience the amazing world of science first-hand through fun and engaging exhibits and programs. In addition to daily programs and activities open to all guests, Science City offers onsite curriculum-based programs to school groups (PK-12), outreach programs and an onsite summer camp. STEM education is at the core of everything in the science center, be it exhibits, demonstrations, classes, shows, presentations, special events or programs. Last year more than 300,000 guests visited Science City. Visit [www.sciencecity.com](http://www.sciencecity.com) for more information.

**About Union Station:** Built in 1914, Union Station opened her arms with 850,000 square feet of amazing space that originally featured 900 rooms. In her prime as a working train station, she accommodated hundreds of thousands of passengers each year. During WWII, an estimated one million travelers – many of them soldiers – passed through the Station. The North Waiting Room (now Grand Plaza) held 10,000 people and the complex included restaurants, a cigar store, barber shop, railroad offices, the nation's largest Railway Express Building (used for shipping freight and mail) as well as a powerhouse providing steam and power. So many stories of farewells, reunions and of day-to-day vibrancy still echo in her walls.

Closed in the 1980s, our Station sat empty and neglected, narrowly escaping demolition on several occasions. Then, in 1996, a historic bi-state initiative was passed to fund the Station's renovation, which was completed in grand fashion in 1999. Union Station is once again a majestic and desired destination for our surrounding communities. She is at once, magical, warm, casual, elegant, full of surprises and wise from experience but young at heart. Union Station draws tourists from all over the world who marvel at her Grand Hall's 95-foot ceiling, three 3,500-pound chandeliers and the six-foot wide clock hanging in her central arch. She wakes up early and stays up late to host business meetings, recognition events, weddings and parties of all sorts.

**OUR MISSION:** Union Station Kansas City is dedicated to preserving its historic monument and its stories, inspiring lifelong learning and creating lasting memories for our community.

*Union Station Kansas City is committed to employing a drug-free and diverse work force.*

*EOE M/F/D*

**To Apply:** Email your résumé and a cover letter describing why you'd like this position at Union Station to:  
[employment@unionstation.org](mailto:employment@unionstation.org)