POSITION ANNOUNCEMENT  
EDUCATIONAL OUTREACH ASSISTANT  
KTWU / CHANNEL 11

Human Resources is seeking candidates for a quarter-time Educational Outreach Assistant position at KTWU/Channel 11. Work schedule will be determined upon hire. Applicants may be required to submit to a background check prior to hire. Arrest information is not considered in the selection process.

RESPONSIBILITIES

Contact schools via telephone and/or mailings to market and educate teachers about educational services offered by PBS and KTWU such as PBS Teacherline & Teacher Source, electronic field trips (for Ball State, etc.) and other program-related educator resources. Deliver planned presentations to teacher groups to raise awareness among teachers of existing educational resources for K-12 audiences.

As invited or assigned, attend meetings of external organizations such as Kansas Learning First Alliance, etc., to represent KTWU and participate in community collaboration.

Track and report expenditures and funding received for K-12 school services to the Director of Development and Educational Services to facilitate budget management.

Monitor ongoing trends and needs in Kansas K-12 education area and recommend station activities related to those needs to facilitate ongoing, meaningful program development and modification.

Work with and direct station support staff to prepare mailings and complete other clerical activities

Work in cooperation with other station staff and departments to prepare and fine-tune presentations, obtain information on future programming and events of interest to K-12 teachers, background information to support presentations, and to provide feedback from K-12 contacts to consider in expansion of programs and pursuit of funding.

Complete special projects and perform other duties as assigned by the Director of Development and Educational Services.
QUALIFICATIONS

REQUIRED: Bachelor’s degree or equivalent combination of education and experience. Background in K-12 education, experience in public/group presentations to adult audiences; ability to use the internet.
PREFERRED: Teaching experience in a K-12 setting and/or experience in project/program management.

APPLICATION PROCEDURES

Submit a letter of interest, resume, transcript(s), resume supplement and names and phone numbers of three professional references to Human Resources, 135 Morgan Hall, 1700 College Ave., Topeka, KS  66621. Review of resumes will begin September 22, 2008, and continue until a suitably qualified candidate has been selected. Salary is $17.30/hr.
www.washburn.edu/admin/human-resources

TO ENRICH EDUCATION THROUGH DIVERSITY, WASHBURN UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES FROM UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY.

9-5-08