



ASSISTANT CURRICULUM COORDINATOR INTERN

The Orange County Regional History Center is seeking an energetic, creative and organized **Assistant Curriculum Coordinator Intern** (10-12 hours per week, for 15 weeks, totally 150-180 hours at the end of the semester, for 3 hours credit).

Candidates should be of Junior/Senior or higher status with major coursework towards a degree in History or Education and **MUST** receive educational credit. Candidates will be asked to research and design curriculum and program materials for children and adults.

Qualified individuals, please send resume via e-mail to Pat Birkhead at Pat.Birkhead@ocfl.net or mail to:

Pat Birkhead
C/O Public Program Internship
Orange County Regional History Center
65 East Central Boulevard
Orlando, Florida 32801

POSITION DESCRIPTION:

Intern will work under the guidance of Rachel Kessler, Curriculum Coordinator, 407-836-6704, Rachel.Kessler@ocfl.net

- Research information and design curriculum for children's camps
- Assist with curriculum-to-classroom implementation
- Other duties as assigned

At the end of the semester, the intern will present the research and the intern's final drafts of the projects to the faculty supervisor and the History Center supervisor. Mid-term and end-of-term evaluations will be done by the History Center supervisor and sent to the faculty supervisor. A presentation will be given at the end of term to the faculty supervisor and the History Center staff which can be a PowerPoint, paper, or a brochure at the discretion of the supervisors.

MINIMUM REQUIREMENTS:

- Knowledge of Microsoft Word and Excel
- Excellent research, writing and customer service skills
- Previous experience with children helpful, but not required
- Knowledge of Microsoft Publisher, PowerPoint, and Adobe Photoshop a plus