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# Example of Education Assistant Job Description

Our growing company is looking for an education assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for education assistant

* Assist in the development of Outreach policy manual
* Assist Outreach Coordinator in Traveling Treasures exhibit moves (when necessary)
* Facilitate short, science-based activities and demonstrations out in the community
* Generate Web content including program updates
* Assist in submitting outreach events to the NHMU events web page
* Assist in maintaining a robust community contacts list
* Interact with the public and community leaders
* Maintain internal Community Relations Newsletter
* Calendar Outreach events
* Meetings and trainings

## Qualifications for education assistant

* With training, must be able to operate TV/VCR units, camcorder, videotape dubber/duplicator, overhead projector, lavaliere cordless microphone system and slide projector
* Ability to climb over rugged terrain and lift approximately 50 lbs
* Current certification in first aid and CPR or the ability to become certified before camp begins
* Desire and ability to work with children outdoors
* Strong decision making and problem-solving abilities, self-directed, motivated, and successful at meeting deadlines
* Ability to partner and collaborate with parents, teachers, and schools