



## COSI College Internship Position Description

**Job Title:** Asset and Curriculum Management Intern  
**Reports to:** LRP Project Manager  
**Openings:** 1  
**Time Requirement:** 10 hours per week for one quarter (minimum – more hours or additional quarters may be available)

- I. **OBJECTIVE:** To assist with the implementation of the Asset and Curriculum Management Project by cataloging assets and developing training materials for the COSI Team.
  
- II. **DESCRIPTION OF PROJECT:** Over the years, COSI has created many hands-on activities, workshops, lesson plans, and associated documents. These items are stored in a variety of forms, from hard copies to Word documents, and in a variety of places, from filing cabinets to shared network drives. The Asset and Curriculum Management Project will collect all of these “assets” in one place and catalog them so that COSI Team Members can utilize them in future programs, avoiding duplication of effort and maximizing efficiency. Since the documents were created at different times by several individuals, they are not formatted consistently. In order for the documents to be used in a variety of ways, the project includes some reformatting of documents. A database in Access is currently being designed and tested. The intern will perform the following tasks (listed in order of priority):
  - a) Reformat documents
    - i) Determine which Ohio Academic Standards are addressed by each asset
    - ii) Make sure documents comply with COSI brand
  - b) Training – develop materials to help teach the project team members how to use the database
  - c) Data Entry – catalog assets using an Access database (if time permits)
  - d) Attend project team meetings (if schedule permits)

### **III. OTHER DUTIES AND RESPONSIBILITIES:**

Under the supervision of Rita Deedrick the Senior Director of Program Evaluation, duties may include:

- a.) Assist with the developing a Library database to catalog articles and other documents on a variety of science education projects
- b.) Data entry for Library database

### **IV. EDUCATION/EXPERIENCE/SKILLS NEEDED:**

- a) Familiar with Ohio Academic Standards
- b) Familiar with Microsoft Word or a willingness to learn
- c) Ability to learn to use Access
- d) Interest in knowledge management
- e) Interest in adult education

V. **SCHEDULE:** As arranged by supervisor. Or give specifics if hours can't be flexible.

**VI. BENEFITS FOR THE VOLUNTEER:**

- a) Orientation and training for your specific job duties.
- b) A letter of recommendation at the completion of the internship.
- c) Free admission to COSI and discounts in the theaters, café, and gift shop.
- d) Free parking
- e) Professional level mentorship and supervision.
- f) Invitations to Team events and parties.

Volunteer & Community Resources Office  
COSI Columbus  
333 West Broad St.  
Columbus, OH 43215  
(614)228-2674 ext. 2174

## Template for Position Announcement (Posting)

**POSITION TITLE:** Asset and Curriculum Management Intern  
**DIVISION:** Learning and Research Partnerships  
**REPORTS TO:** Sharon Tinianow, Project Manager  
**STATUS:**  
**HOURS:** 10 hours per week; one quarter

I. **OBJECTIVE:** To assist with the implementation of the Asset and Curriculum Management Project by cataloging assets and developing training materials for the COSI Team.

### II. EDUCATION AND EXPERIENCE:

- a) Familiar with Ohio Academic Standards
- b) Familiar with Microsoft Word or a willingness to learn
- c) Ability to learn to use Access
- d) Interest in knowledge management
- e) Interest in adult education

III. **ESSENTIAL JOB FUNCTIONS** include, but are not limited to:

- a) Reformat documents
  - i) Make sure documents comply with COSI brand
  - ii) Determine which Ohio Academic Standards are addressed by each asset
- b) Training – develop materials to help teach the project team members how to use the database
- c) Data Entry – catalog assets using an Access database (if time permits)
- d) Attend project team meetings (if schedule permits)

### IV. BENEFITS:

- a) Additional job experience and job skills.
- b) Training and experience in interacting with people in groups and on a one-on-one basis.
- c) Letter of recommendation and potential for school credit as determined by the Intern's college.
- d) Free parking – location on the bus line.
- e) Membership privileges including free admission to COSI's Learning Worlds and theaters, discounts in the gift shop and restaurant.
- f) Invitations to Team events and parties.