

The Institute for STEM Education is searching for a motivated, quick-learning individual to serve as the CIRCLE Labs Facilitator in Emeryville. Come be a part of a community center where STEM education, research, and professional practice come full circle!



## Required Skills

- High school diploma or its equivalent.
- Some experience in an office environment.
- Excellent communication and writing skills.

## About the position

- Serve as the primary point of contact at the Emeryville CIRCLE lab site.
- Be responsible for the site during operations, weekday evenings and Saturdays. Including opening and closing procedures.
- Starting pay rate is \$14.65 to \$23.08 per hour.
- Part-time position of up to 20hrs/week with possibility of reappointment.

## How to Apply

- To apply on-line, please go to [www.csueastbay.edu/jobs](http://www.csueastbay.edu/jobs). Application must contain at least three professional references in addition to a resume.