



SAGINAW CHIPPEWA INDIAN TRIBE OF MICHIGAN

POSITION DESCRIPTION

OFFICIAL POSITION TITLE:	Educational Curriculum Development Intern
DEPARTMENT:	Ziibiwing Cultural Resource Development (CRD) Team
CLASSIFICATIONS:	Internship (non-paid)
REPORTS TO:	ZC Assistant Director, CRD Team Leader
SUPERVISES:	Not Applicable

POSITION SUMMARY:

The Educational Curriculum Development Internship serves a dual purpose, giving the intern valuable experience, while lightening the workload of the Cultural Resource Development team by assisting them in program development and alignment with curriculum standards. A Curriculum Development Intern who is with an employer for a significant amount of time, or shows a strong degree of interest may be given an increasing amount of responsibility, sometimes autonomously managing CRD projects or additional operational duties.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Will become knowledgeable on the Ziibiwing Center, ZC Policies and Programs, and related curriculum.
2. Will assist the CRD team in Educational Program planning and development by:
 - ◇ Recommending necessary changes in curriculum, instruction, or program organization
 - ◇ Suggesting ideas for new programs or activities
 - ◇ Consulting with Ziibiwing staff to create plans for implementation of new programs and curriculum alignment
 - ◇ Identifying educational resources available to the ZC
 - ◇ Researching and suggesting appropriate instructional materials for ZC purchase and use
 - ◇ Assisting in reviews of ZC curriculum materials and programs to assure fulfillment of Michigan State Curriculum standards
 - ◇ Creating educational documents that complement ZC Programs (lesson plans, worksheets, assessments etc..)
 - ◇ Assisting in the development of new educational delivery tools (publication, web, media, etc..)
 - ◇ Integrating cultural themes, language, images, and other materials into educational programs and documents
3. Will assist with projects and assignments as directed by the ZC Director, Assistant Director, or Visitor Services Coordinator.
4. May assist the Visitor Services Team with tours, orientation, hands-on cultural kits, and/or art workshops
5. All other duties as assigned

Key Competencies

1. Good communication skills, patience, adaptability, and good integrity
2. Knowledge of K-12 and/or secondary education, as well as Michigan State Curriculum Standards and Benchmarks
3. Knowledgeable of new educational trends, materials and organizations for instruction and educational technology.

WORK ENVIRONMENT/SAFETY HAZARDS:

Frequent use of hands, wrists, and fingers associated with computer operation. Frequent travel throughout the Ziibiwing Center. Some lifting required.

MINIMUM QUALIFICATIONS:

Must be at least 18 years old. Must be an enrolled college student with knowledge of the education field and curriculum. Must possess a high level of reading and writing proficiency, organizational skills, and the ability to organize large amounts of paper-work and material. Must demonstrate proficiency on the computer; ability to utilize various software applications. Excellent communication skills with an ability to deal with staff and general public in a courteous manner. Must have a clear understanding and respect of the Anishinabe culture and mission of the Ziibiwing Cultural Society/Ziibiwing Center. Indian Preference applied.

PLEASE SUBMIT YOUR RESUME & COVER LETTER TO:

ZIIBIWING CENTER • C/O ZC Assistant Director • 6650 E. BROADWAY • MT. PLEASANT, MI 48858