

the Houston Museum of natural science

December 18, 2015

Dear Applicant,

Thank you for your interest in the Houston Museum of Natural Science teaching assistant program. Successful applicants will work in the Museum's *Xplorations* summer camp program and/or the Scout camp program; interacting with children, organizing classroom materials and projects, and generally assisting our teachers. Minor teaching assistants (those under age eighteen) are paid the federal minimum wage. Those who are at least eighteen years old are paid \$7.50 per hour.

High school and university students who will be at least 16 years old by May 31, 2016 may apply to the teaching assistant program. Teaching assistant applicants should have an interest in teaching and in science, natural history and related fields. Additionally, they should communicate well with children and adults, demonstrate initiative, and have a positive attitude. Previous participation as a Houston Museum of Natural Science volunteer is an advantage. Please note that there are a limited number of positions available.

To apply for the teaching assistant position, please complete all enclosed forms. In addition, we ask for one letter of recommendation from a teacher or supervisor who has worked with you before. This letter of recommendation must not be from a relative or from an HMNS employee. Use the checklist on the following page to ensure you have completed all steps of the application process.

Applications will be accepted until March 18, 2016. After all materials are received, you may be asked to interview at the Museum. You will be notified via email by April 20, 2016 of whether or not you have been accepted as a teaching assistant. Please note that if you are invited to work at the Museum, there will be a mandatory training and orientation session on Saturday, May 21, 2016 beginning at 8:30 am.

Matti Hammett will be handling the paperwork for Teaching Assistants. If you have any questions or need any assistance with the information in this packet please contact her via email at mhammett@hmns.org

Sincerely,

Carolyn Leap
Teaching Assistant Coordinator
Houston Museum of Natural Science
5555 Hermann Park Drive
Houston, TX 77030

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2016 Teaching Assistant Application Checklist

This checklist will help ensure you have done everything necessary to apply for the 2016 *Xplorations* teaching assistant program. Please contact Matti Hammett with any questions at mhammett@hmns.org.

- ❑ **Please keep this page and the cover letter for your reference.** Read the preceding letter thoroughly before you begin your paperwork. You are responsible for all the information it contains.
- ❑ **Print and complete all following forms:**
 - ❑ Teaching Assistant Applicant Information
 - ❑ Teaching Assistant Availability Form
 - ❑ Teaching Assistant Interview Availability Form
- ❑ **Get one letter of recommendation** from a teacher or supervisor who has worked with you before. This letter may not be from an HMNS employee. The letter should be sealed and signed by the recommender and included in your complete application packet or received separately by March 18, 2016.
- ❑ **Return all completed forms listed above to Matti Hammett:**

Electronic delivery

In this case letters of recommendation may arrive separately via mail or delivery.

Applications may be completed, scanned, and saved in PDF format with your name in the file title. PDF applications may be emailed to mhammett@hmns.org, the subject of the email should be “TA Application: *your name*” When your file is received you will receive a confirmation email from mhammett@hmns.org.

If you have not received a confirmation email within three days please email to confirm receipt.

NO PHONE CALLS PLEASE.

Mail

Matti Hammett—Education Department
Houston Museum of Natural Science
5555 Hermann Park Drive
Houston, TX 77030

Delivery to HMNS

Complete application packets may be delivered to the HMNS Museum Services desk at 5555 Hermann Park Drive. Applications should be clearly marked Attn: Matti Hammett

ALL MATERIALS MUST BE RECEIVED BY MARCH 18, 2016

**Keep this page and the preceding letter for your reference.
Put the May 21st orientation session on your calendar.
If accepted into the program, attendance is mandatory.**

Applicant Name: _____

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2016 Teaching Assistant Applicant Information

If you have been a part of the Moran Ecoteen program at the Houston Museum of Natural Science please contact Matti Hammett (mhammett@hmns.org) for a special Teaching Assistant Application

Full Name: _____
Last First Middle Initial

Email Address: _____

Applicants who are invited to interview for this position will be contacted via email.

Please be certain that the email address provided here is checked daily.

Current High School: _____

Current Grade Level: _____

OR

Current College/University: _____

Major : _____

Expected Graduation Date: _____

Circle Status: Full Time Student (12 hours or more) Part Time Student (less than 12 hours)

By signing below I certify that I am currently enrolled as a student and that I will be at least 16 years of age on May 31, 2016.

Applicant Signature _____ Date _____

Applicant Name: _____

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2016 Teaching Assistant Availability Form

Please note: This form is not a guarantee of employment, or of a particular schedule. Do not commit to any weeks you would not be able to honor completely. You must be able to work full work days (no dentist appointments, etc.) on all days of all weeks you select below! Teaching assistants work Monday 8:30am-3:30pm and Tuesday – Friday, 9:00 am – 3:30 pm, unless otherwise specified (scout camps slightly earlier). **I am available to work the following weeks (please check all that apply):**

	Main HMNS Location 5555 Hermann Park Drive Houston, TX 77030		HMNS at Sugar Land Location 13016 University Blvd. Sugar Land, TX 77479	
	<i>Xplorations</i> Camps	Scout Camps	<i>Xplorations</i> Camps	Scout Camps
Week One*: May 31-June 3 (Monday-Thursday only)	<input type="checkbox"/>	<i>No Scout camps</i>	<i>No Xplorations camps</i>	<i>No Scout camps</i>
Week Two*: June 6-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No Scout camps</i>
Week Three: June 13-17	<i>No Xplorations camps</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No Scout camps</i>
Week Four: June 20-24	<input type="checkbox"/>	<i>No Scout camps</i>	<i>No Xplorations camps</i>	<input type="checkbox"/>
Week Five: June 27-July 1	<input type="checkbox"/>	<i>No Scout camps</i>	<input type="checkbox"/>	<i>No Scout camps</i>
Week Six: July 5-8 (Monday-Thursday only)	<i>No Xplorations camps</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No Scout camps</i>
Week Seven: July 11-15	<input type="checkbox"/>	<i>No Scout camps</i>	<i>No Xplorations camps</i>	<input type="checkbox"/>
Week Eight: July 18-22	<input type="checkbox"/>	<i>No Scout camps</i>	<input type="checkbox"/>	<i>No Scout camps</i>
Week Nine: July 25-29	<i>No Xplorations camps</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No Scout camps</i>
Week Ten*: August 1-5	<input type="checkbox"/>	<i>No Scout camps</i>	<i>No Xplorations camps</i>	<input type="checkbox"/>
Week Eleven*: August 8-12	<input type="checkbox"/>	<i>No Scout camps</i>	<input type="checkbox"/>	<i>No Scout camps</i>

Of the weeks you have listed as available in the chart above—how many weeks would you like to work as a Teaching Assistant? (please circle) 3 4 5 6 7 8 9 10 11

Applicant Name: _____

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2016 Teaching Assistant Interview Availability Form

You may be asked to interview at the Museum. Interviews will be very brief (approximately ten to fifteen minutes). Please select the dates and times when you are most likely to be available for an interview if selected. **Interview times will be confirmed via email, please be sure you have provided us with an email address that you check frequently.**

Date	Available interview times		Additional notes about availability (e.g. "I'm not available until 10:45am on this date")
Wed, March 2		<input type="checkbox"/> 1-5pm	
Thurs, March 3		<input type="checkbox"/> 1-5pm	
Mon, March 7		<input type="checkbox"/> 1-5pm	
Wed, March 9	<input type="checkbox"/> 9am-12pm	<input type="checkbox"/> 1-5pm	
Tuesday, March 15	<input type="checkbox"/> 9am-11am		
Tues., March 22	<input type="checkbox"/> 9am-12pm	<input type="checkbox"/> 1-5pm	
Wed., March 23	<input type="checkbox"/> 9am-12pm	<input type="checkbox"/> 1-5pm	
Fri., March 25	<input type="checkbox"/> 9am-12pm	<input type="checkbox"/> 1-5pm	
Thurs., March 31	<input type="checkbox"/> 9am-12pm	<input type="checkbox"/> 1-5pm	
Saturday, April 2	<input type="checkbox"/> 9am-12pm	<input type="checkbox"/> 1-5pm	
Tues., April 5		<input type="checkbox"/> 1-5pm	
Friday, April 8		<input type="checkbox"/> 1-5pm	
Mon, April 11		<input type="checkbox"/> 1-5 pm	

- Check here if you attend school out of town and must interview by phone. Please also be sure to indicate your availability in the chart above.

Applicant Name: _____

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2016 New Applicant Short Responses

Answer in the space provided below or on a separate page.

By submitting this application to the Houston Museum of Natural Science Education department for review I agree that all information included in this application is complete and accurate to the best of my knowledge. Ideas shared here are my own.

Please list or describe your previous volunteer experience, if any. Include organization served, specific duties or projects, duration and frequency (hours per week or month).

Please list or describe your previous paid work experience, if any. Include organization or business name, specific duties or projects, duration and frequency (hours per week or month).

Please list or describe your recent extracurricular activities other than those above. Include duration and hours per week or month, responsibilities or leadership positions, and specific duties or projects if applicable.

Why do you want to work as a teaching assistant at the Houston Museum of Natural Science?