

## Job Description

Ocean Explorium Intern is responsible for learning marine biology content as well as various aspects of Ocean Explorium operation in order to competently assist visiting public as well as assist Ocean Explorium staff with daily Ocean Explorium operations.

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### Section 1: Foundation Skills

**Instructions:** The Foundation Skills on this page are common to all jobs and should be viewed as the foundation upon which specific workplace and career skills are added. Please review and discuss the following Foundation Skills that will set the basic expectations for the job or internship. These skills will be included in the evaluation in Section 3.

#### WORK ETHIC AND PROFESSIONALISM

Skill	Performance Expectations
Attendance and Punctuality	Showing up in timely manner prepared for work Providing sufficient notice if unable to report for work
Workplace Appearance	Dressing appropriately for position and duties Practicing personal hygiene appropriate for position and duties
Accepting Direction and Constructive Criticism	Accepting direction and feedback with positive attitude through appropriate verbal and non-verbal communication skills Displaying willingness to work in a cooperative manner
Motivation and Taking Initiative	Participating fully in task or project from initiation to completion Initiating interaction with supervisor for next task or project upon successful completion of previous one
Understanding Workplace Culture, Policy and Safety	Demonstrating understanding of workplace culture and policy Complying with health and safety rules for the specific workplace Respecting confidentiality and exhibiting understanding of workplace ethics

#### COMMUNICATION AND INTERPERSONAL SKILLS

Skill	Performance Expectations
Speaking	Speaking clearly Using language appropriate to the environment, both in person and on phone
Listening	Listening attentively Making and maintaining eye contact appropriate to the workplace culture Confirming understanding
Interacting with Co-Workers	Relating positively with co-workers Working productively with individuals and in teams Respecting racial and cultural diversity

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### Section 2: Specific Workplace and Career Skills

**Instructions:** Choose the specific Workplace and Career Skills that you will focus on during this workplace experience, concentrating on skill areas that relate to the individual's job description, the company's goals, the individual's academic or career goals or other relevant skills. Select from the list or add additional skills. For each of the skill areas you select, please briefly describe related job tasks and performance goals.

Collecting and Organizing Information  
Computer Technology  
Creativity  
Critical Thinking  
Equipment Operation  
Interacting with Customers or Clients

Leadership  
Mathematics and Numeric Analysis  
Problem Solving  
Project Management  
Reading  
Research and Analysis

Teaching and Instructing  
Time Management  
Understanding All Aspects of the Industry  
Writing  
Occupation-Specific Skills  
OR IDENTIFY YOUR OWN SPECIFIC WORKPLACE SKILLS

Specific Workplace and Career Skills		Tasks and Performance Goals
Skill #1:	Collecting and Organizing Information	<ul style="list-style-type: none"> <li>•Interns will collect and organize biology content information covered during classroom lectures and discussion, lab work, projects, field trips, and various other forms of instruction and assessment.</li> <li>•Interns will organize weekly content in a binder along with all related literature and assessments</li> </ul>
Skill #2:	Literacy	<ul style="list-style-type: none"> <li>•Interns will read information presented in the classroom as well as Ocean Explorium (OE) exhibit display information.</li> <li>•Interns will demonstrate understanding of content by composing various forms of written responses related to topics in biology.</li> <li>•Students will also demonstrate understanding by talking with peers, OE staff, and the public about marine life in OE exhibits</li> </ul>
Skill #3:	Research and Analysis	<ul style="list-style-type: none"> <li>•Interns will use background information as a stepping stone for inquiry utilizing OE educators as resources for obtaining answers to research questions</li> </ul>
Skill #4:	Time Management	<ul style="list-style-type: none"> <li>•Interns will be attentive to daily agenda items and work diligently to complete performance tasks within the allocated time frame given for each task</li> </ul>
Skill #5:	Interacting with Customers or Clients	<ul style="list-style-type: none"> <li>•Interns will interact with OE public and show enthusiasm for their work and respect for the public at all times</li> <li>•Interns will assist the visiting public by answering questions related to OE exhibits and helping them navigate through interactive exhibits</li> </ul>
Skill #6:	Understanding All Aspects of the Industry	<ul style="list-style-type: none"> <li>•Interns will observe all aspects of OE operation under the guidance of an OE educator or staff member</li> <li>•Interns will work assigned hours at each OE station which will include both exhibit floor assignments as well as behind the scenes administrative and maintenance tasks.</li> </ul>
Skill #7:	Teaching and Instructing	<ul style="list-style-type: none"> <li>•Interns will create habitat felt boards for use on the OE-WOW mobile.</li> <li>•Interns will develop an interactive micro-teach lesson to use in conjunction with the habitat felt boards</li> <li>•Interns will model the micro-teach lesson for peer participants.</li> <li>•Interns will provide guided tours as a capstone project in which they will lead guests through the OE explaining exhibits and answering questions related to the exhibits.</li> </ul>