



# ***FULL TIME EDUCATIONAL PROGRAMS ASSISTANT***

Space Center Houston is the official visitor's center to NASA's Lyndon B. Johnson Space Center.

We are currently recruiting for an Educational Programs Assistant to perform clerical and administrative duties to support the Education Director and Specialists. Compose correspondence; prepare purchase orders and compile data to generate reports. Provide support as needed for special events, including educational conferences, professional development and programs for children and youth. Handle other various special projects as assigned by the Education Director.

**\$11.25/hour**

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Minimum age for employment is 16.

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