



**Position:** Teaching Assistant (TA) – Part Time, Year Round Program

**Work Location:** STARBASE Goodfellow; Goodfellow Air Force Base, TX

**Open & Closing Dates:** 3/4/2019 Until Filled

**STARBASE Goodfellow:**

STARBASE Goodfellow is a Department of Defense educational outreach program managed locally by the San Angelo Museum of Fine Arts (SAMFA). It is designed to increase the knowledge, interest and skills of underrepresented youth in Science, Technology, Engineering, and Math (STEM) through an inquiry-based curriculum with “hands-on, minds-on” experimental activities. STARBASE Goodfellow is an immersive five-day, 25-hour STEM program for fifth graders, with innovative and engaging learning activities

**Minimum Qualifications:**

- Associate’s degree in training, education or related field is preferred but not required
- Experience and ability to work well with children a plus
- Ability to assist with classroom instruction to include set-up and breakdown of lessons/objectives
- Effective verbal and written communication and interpersonal skills
- Proficient using electronic devices, computers, word processing applications and data software
- Must have good time management skills and ability to work in fast-paced environment
- Knowledge of and ability to assist in instructing Science, Technology, Engineering, and Math (STEM)
- Ability to walk, stand, bend, or sit to perform duties, including ability to lift/carry up to 25 pounds
- Must have a history of good driving record in order to get base access to Goodfellow AFB
- Current certification in CPR or possess the ability to successfully obtain certification
- Must pass a criminal background check that includes national/state-wide name and fingerprint data base

**Summary of Responsibilities:**

- Provides instructional support services to five-day, 25 hour DoD STARBASE STEM Program
- Assists Program Instructor (PI) in instruction, preparation, and management of classroom activities
- Works under direct supervision of PI; assists with administration of testing instruments/assignments
- Assist with maintaining neat and orderly classroom and government facility
- Assist with inventory, care, and maintenance of equipment
- Assist with administrative records and preparing reports as needed
- Helps supervise students throughout the day, inside and outside classroom
- Keeps PI informed of special needs or problems of individual students
- Participates in staff development training programs, staff meetings, and special events as assigned
- Other duties as required or as directed by STARBASE Director

**NOTE: This is an Employee-At-Will position and is contingent upon continued Department of Defense funding of the STARBASE Goodfellow Program.**

**FMI:** To learn more about this great program go to: <https://www.starbasegoodfellow.org>

**TO APPLY:**

Please submit **JOB APPLICATION, COVER LETTER, and RESUME** to:  
[starbasedirector@samfa.org](mailto:starbasedirector@samfa.org) or mail to San Angelo Museum of Fine Arts,  
c/o STARBASE Goodfellow, 1 Love Street, San Angelo, TX 76903



## STARBASE Goodfellow Job Application

Name and Address		
Name (First, MI, Last)	Application Date	
Mailing Address		
City, State, and Zip Code		
Telephone	Alternative Phone	
Email	Date of Birth	
Job Type		
I am applying for: <input type="checkbox"/> Director <input type="checkbox"/> Instructor <input type="checkbox"/> Teacher Assistant <input type="checkbox"/> Office Manager		
Additional Information		
If applying as an instructor, please provide teaching licensure information (state, gradelevel, content area):		
Have you ever been employed by this organization in the past?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of, or entered a pleas of guilty, no contest, or had a withheld judgement to a felony and/or misdemeanor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain:		

Base Access Information				
Do you have base access? <input type="checkbox"/> Yes <input type="checkbox"/> No			If No, enter information below:	
Driver's license number:		Issued in what state?	Date of birth:	
Education				
School	Location (mailing address)	Years Completed	Diploma/Degree Obtained	Field of Study
High School				
College or Business/Trade School				

### Work Experience

*Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.*

Employer	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving:

List the jobs you held, duties performed, skills used or learned:

May we contact this employer? ☐ Yes ☐ No

Employer	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving:

List the jobs you held, duties performed, skills used or learned:

May we contact this employer? ☐ Yes ☐ No

Work Experience (continued)			
Employer	Name of last supervisor	Hrs/week	
Address	Start Date	Starting Salary	
City, State, Zip Code	End Date	Final Salary	
Phone number	Your last job title		
Reason for leaving:			
List the jobs you held, duties performed, skills used or learned:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
References			
<i>Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.</i>			
Name	Address/Company	Phone	Relationship

*By my signature below, I promise that the information provided in this employment application (and accompanying resume or document, if any) is true and complete, and I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date.*

*I authorize STARBASE Goodfellow and the San Angelo Museum of Fine Arts to make inquiries, investigate and to secure additional information about me, when used in consideration for employment. I authorize any person, school, current employer, past employer(s) and organizations named in this application (and accompanying resume, if any) to provide STARBASE Goodfellow or SAMFA with any information and opinion requested by STARBASE Goodfellow in connection with the application, and I release such persons and organizations from any legal liability in making such statements.*

**Signature**

**Date**

*I understand that this application does not create a contract of employment. I understand that, if hired, I am obliged to comply with any and all current and subsequently adopted STARBASE Goodfellow/SAMFA policies. I understand that just as I am free to resign at any time, STARBASE Goodfellow reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of STARBASE Goodfellow has the authority to make any assurances to the contrary.*

*If employed by STARBASE Goodfellow, it is understood that employment is contingent upon continued Department of Defense funding of the STARBASE Goodfellow Program.*

I certify that I have read, fully understand and accept all terms stated above.

**Signature**

**Date**

Submit a job application, resume, and cover letter to [starbasedirector@samfa.org](mailto:starbasedirector@samfa.org) or mail to:

STARBASE Goodfellow  
c/o San Angelo Museum of Fine Arts  
1 Love Street  
San Angelo, TX 76903

For a complete listing of all employment opportunities with STARBASE Goodfellow, please reference our website at [www.starbasegoodfellow.org](http://www.starbasegoodfellow.org).

Thank you for your interest in STARBASE Goodfellow!