To all Scholars and Staff members from ISS2007,

On behalf of the Science Foundation for Physics, I wish to invite your interest in applying for positions as staff members (‘staffie’) for the 2009 Professor Harry Messel International Science School *Genes to Galaxies*.

ISS2009 will run from 12–25 July 2009, with two central themes of astronomy & evolution tying in with the International Year of Astronomy and the sesqui centenary of the publication of Charles Darwin’s “On the Origin of Species”. The scholars will be hosted in Women’s College and be split into six groups for tours and laboratory sessions. Each group will be assigned a staff member who acts as the primary communication point to those students.

You will recall from your own ISS experience that the role of the staff is important and challenging — but also highly rewarding. The staff members’ duties include, but are by no means limited to:

- Assisting the ISS organisers and the house parents,
- Assisting with the registration of ISS2009 scholars, including meeting them at the airport, on Sunday 12 July 2009,
- Marshalling groups of scholars to their lecture and activities on time,
- Holding daily briefing sessions for the scholars,
- Act as a mentor to the scholars to make them feel welcome, provide guidance and support and communicate any issues to the organisers.

Staff will need to arrive a day or two prior to the ISS (exact date to be determined closer to the event). The Science Foundation will provide board and lodging, and all expenses relating to events organised by the Science Foundation (such as the Harbour Cruise, Final Dinner, a copy of the ISS book, etc), and will provide up to AU$250 towards travel. All other expenses, such as weekend or evening trips, are not covered by the Science Foundation.

**To overseas applicants:** we welcome applications from all of our ISS2007 alumni, however please note that we can not support your travel to Australia more than AU$250. If you are able to fund your own travel, we will consider your application on an equal footing with those from Australian applicants.
Science Foundation staff will select seven staff: two ‘senior staffies’ from the junior staff at ISS2007, and the rest from the scholars of the ISS2007. The selection criteria are:

- Demonstrated ability to establish rapport with year 11 and 12 high school students
- Ability to interact well with a wide range of people
- Willingness and ability to explain science concepts clearly
- Willingness and ability to follow directions of Foundation staff and House Parents
- Demonstrated maturity and initiative to assume responsibility for ISS scholars

If you are interested in being a staff member at ISS2009, please send your application (by post or email), including the names and contact details of two referees, to:

Adam Selinger  
Science Foundation for Physics  
School of Physics (A28)  
The University of Sydney  
Sydney 2006

Applications must be received by the Science Foundation for Physics by **Wednesday 21 January 2009**. A reminder will be sent out via email in early January, so please make sure you keep us up-to-date with your contact details if you wish to receive this reminder. Successful applicants will be notified by early March at the latest.

Please note that applicants will be judged solely on their written applications; we will not be holding interviews for the staff positions. To assist you, please refer to the attached document of hints and suggestions for writing an application.

I hope that you will consider applying for a staff position at the 2009 Professor Harry Messel International Science School.

Yours sincerely

Mr Adam Selinger  
Executive Officer  
Science Foundation for Physics

An important note

NSW State Government legislation regarding adults dealing with children in a formal environment, such as the International Science School, has recently been made more stringent in an attempt to protect children from abuse. This means that any adult (defined to be someone 18 years old or older) who has a criminal record, particularly for actions related to child abuse, may not be employed in any position where they may come into contact with children (defined to be anyone under 18 years old, except under-18-year-old university students while they are at university who are considered to be adults).

This means that all staff and other volunteers at the ISS2009 will be required to sign a statutory declaration regarding their backgrounds, and a criminal record search may be undertaken. A version of the statutory declaration form is also attached for your perusal - don’t fill in this copy as it is attached only for your reference. The document will be sent to staff with their letter of appointment and other documents.

A criminal record may preclude a person from being appointed as an ISS2009 staff member. A mandatory briefing session on appropriate conduct will be held prior to Sunday 12 July as required by law and the NSW Department of Education and Training.