Job Opportunity: Center Assistant

A qualified individual is needed for a center assistant position with the Harvey A. Friedman Center for Aging at the Institute for Public Health. This position will work on a variety of center activities, including an annual lecture, monthly seminars, St. Louis-based research and evaluation projects, and a global aging initiative.

Responsibilities will include:
- Assisting with promotion and implementation of center seminars, annual lecture, and other events (50%)
- Assisting with center-supported research and evaluation work, including literature reviews, data collection, analyses, etc. (30%)
- Assisting with the development of reports, proposals, and other written communications (10%)
- Other duties as assigned (10%)

Minimum requirements:
- Current Washington University student with interest in aging
- Proficient computer skills
- Experience working independently and as part of a team

Preferred requirements:
- Experience with research or programs for older adults
- Experience with event planning and coordination
- Experience with data analyses and report writing

Part-time Student Position
12-15 hours/week

Interested?
Email cover letter and resume to:
Stephanie Herbers
Center Manager
sherbers@wustl.edu
314.747.9234