Institute for Public Health
Job Opportunity

A qualified individual is needed for a student assistant position with the Institute for Public Health for the Fall of 2015

Major responsibilities will include:
• Assist the Communications Manager in telling the story of public health activities and outcomes at Washington University
• Help making website updates, implementing social media strategy, and composing email newsletters
• Create materials for events and programs including electronic media and flyers/posters/etc
• Assist the Business Coordinator with event planning and preparation and other administrative activities
• Assist the Associate Director with occasional activities

Minimum requirements:
• Current student in a public health related major, minor, or graduate program
• Strong writing skills
• Attention to detail and strong organizational skills
• Strong interpersonal, oral, and written skills
• Proficient computer skills, including experience with Microsoft Office
• Ability to work independently and as part of a team

Preferred requirements:
• Current masters level student
• Background in journalistic-style writing
• Familiarity with Wordpress CMS and various social media platforms (especially Facebook and Twitter)
• Experience with Adobe Creative Suite, especially InDesign and Photoshop
• Able to begin work August 1

Part-time Student Position
15-20 hrs/week
Please send cover letter and resume to:
Anna Mazzuca
amazzuca@wustl.edu

publichealth.wustl.edu