

Marketing & Communications Student Assistant

Georgia Health Policy Center
Andrew Young School of Policy Studies
Georgia State University

The Georgia Health Policy Center, established in 1995, provides evidence-based research, program development, and policy guidance at the local, state, and national levels to improve health status. The center conducts, analyzes, and disseminates qualitative and quantitative research to connect decision makers with the objective information and guidance needed to make informed decisions about health policy and programs. Today the center is at work in more than 220 communities in all 50 states, helping communities achieve local health improvement.

IMPORTANT INFORMATION

Start Date: May 1, 2018

Pay rate: \$8.25/hour

Desired hours per week: 15-20 hours

DUTIES AND RESPONSIBILITIES

GHPC is looking for a student assistant to work with its communications and marketing team. Regular duties include:

- Format briefs, reports, online invitations, and Powerpoint presentations
- Light graphic design work
- Search for, edit, and maintain stock photo and video libraries
- Conduct light research, including online searches and formatting references
- Manage the monthly inventory for marketing materials
- General clerical duties such as filing, copying, and occasional errands to pick up printing
- Post to the center's website, as needed

KNOWLEDGE, SKILLS, AND ABILITIES

The ideal candidate should be able to juggle multiple projects in a fast-paced, team-focused environment. Strong knowledge of MS Office Suite (Word, Excel, PowerPoint) is required. Skills in WordPress and the Adobe Creative Suite (InDesign, Illustrator, and Photoshop) are highly preferred. Familiarity with MailChimp, Survey Monkey, and Canva/Piktochart is recommended.

Other important skills include:

- Strong attention to detail and accuracy
- Excellent organizational skills
- Effective time management skills
- Familiarity with posting to social media
- Excellent oral and written communication skills

HOW TO APPLY

All interested candidates can submit a resume, cover letter, and work samples with the subject line: Marketing and Communications SA to Ashley Jones at ashleynjones@gsu.edu through Friday, April 20, 2018. You may also apply through handshake under Job ID # 1493357.

All applicants MUST be currently enrolled as a GSU student. Please respond to the following questions in your cover letter:

1. What skills do you have that are relevant to the position?
2. What do you hope to learn while working at the Georgia Health Policy Center?
3. What is your availability for the 2018 Maymester and Summer semesters?



Georgia State University is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.