The Georgia Health Policy Center, established in 1995, provides evidence-based research, program development and policy guidance on local, state and national levels to improve health status at the community level. The center conducts, analyzes and disseminates qualitative and quantitative findings to connect decision makers with the objective research 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 our nation to improve health status.

**IMPORTANT INFORMATION**

**Start Date: August 20, 2017**

**Pay rate: $8.25/hr**

**DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

- Work closely with staff on projects and tasks
  - Transcribe handwritten notes into electronic format
  - Update/format power point presentation slides
  - Set up and break down conference/meeting events
  - Conduct light research/data entry projects for research associates
  - Pull items from the marketing inventory to prepare for local and national conferences
- Cover the front desk during Administrative Assistant’s breaks/absence:
  - Greet visitors, ascertains nature of business, and directs visitors to staff/faculty
  - Provide general information as requested by telephone, in person, or in writing
  - Answer multi-line telephone and direct callers to appropriate staff, take messages, or forward calls to voice mail
  - Answer routine questions; directs more difficult questions to appropriate staff
- Disseminate department mail
- Run errands:
  - Picks up lunch/catering orders
  - Delivers and picks up documents and other items to various campus departments and Capitol
- Perform general clerical duties such as filing, copying, and faxing
- Troubleshoot: copy machines, postage machine, printers, conference room A/V equipment, etc.
- Maintain the cleanliness and organization of copy rooms, storage areas, conference rooms, front lobby, break room, and hospitality area
- Conduct inventory for various areas in the office

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of GSU campus
- Knowledge of general office practices and procedures
- Knowledge of Microsoft Office Suite 2010
- Effective organizational and time management skills
- Excellent oral and written communication skills

**HOW TO APPLY**

All interested candidates can submit a resume and cover letter at with the subject line: GHPC Student Assistant to Ashley Jones at ashleynjones@gsu.edu. You may also apply through handshake under Job ID # 1755059.

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 Fall 2018 semester?