

Graduate Service Assistant: Master of Public Health (MPH) program

**General Information:**

This position is a Graduate Service Assistant (GA) for the Department of Public Health (DPH). The position will assist the faculty and program leadership with events and recruitment efforts through various public relations and communications modes. In addition, this position will assist with other special projects.

**Responsibilities:**

Public Relations and Communication

- Developing communications structure, marketing and recruitment tools, and processes for promotion of department
- Manage department Facebook, LinkedIn and Twitter accounts
- Develop social media posts that highlight the MPH program; announce DPH events
- Track the trends and analyze social media data
- Attend MPH events in order to document and post as news on social media; assist with special events (e.g. public health week)
- Develop alumni tracking system, build alumni participation in social media platforms
- Participate in trainings as applicable
- Coordinate with College of Health Professions Communications lead
- Other duties as assigned

Assist with projects

- Assist with data collection efforts related to assessment, evaluation, and accreditation
- Conduct literature searches to support research projects
- Create spreadsheets and/or presentations

**Qualifications:**

- Must be admitted to the MPH program at NDSU and be on-campus
- Must maintain a minimum of 3.0 GPA for duration of the appointment
- Ability to work with a diverse group of people
- Strong oral, written, and interpersonal communication skills in the English language
- Proficient in computer skills and document preparation (e.g. Microsoft Office and Blackboard)
- Attention to detail; ability to work independently and carry out tasks to completion and maintain confidentiality; self-starter and initiator
- Strong familiarity & current use with social media platforms and Canva, ability to create posts that are graphically pleasing and fit with in NDSU branding

**Terms of Employment:** Appointment requires an average of 10 hours per week with flexible scheduling. Workspace is available in Aldevron Tower with the department office. Appointment begins August 22, 2022 and ends May 12, 2023. Summer appointment is negotiable as a stand-alone position.

**Stipend:** \$5850 9-month appointment. Student is responsible for fees and books; assistantship comes with a **base** tuition-waiver.

**To apply:** Submit a resume and cover letter along with 2-3 examples of current use of social media and/or infographic platforms that show abilities to use these platforms.

**MASTER OF PUBLIC HEALTH PROGRAM**