

Student Assistant Position Description

Graduate Program on the Environment

Reports To: MES Assistant Director

Hours: 19 hours a week when classes are in session; possibility of up to 40 per week during breaks and in summer. This position is a two-year position with the possibility to be promoted to a Recruitment Assistant (\$13/hour) after 6 months.

Compensation: \$11/hour; partially paid through work-study funds

Start Date: October 8, 2012

Qualifications:

- Must be a first-year MES student who is enrolled for at least 2 credits in fall, winter and spring. Does not need to take credits in the summer.
- Excellent communication skills – phone, email and in-person
- Comfortable talking with all types of people – both incoming and current students, alumni, staff, and faculty by phone, by email or in person
- Organized and detail-oriented
- Flexible and able to work with minimal direction, yet able to ask questions to clarify the task at hand
- General office skills – including Microsoft Office, fax, and copy machines
- Problem solver; takes initiative, fast learner
- Comfortable learning new software – can self-teach
- Confidentiality and integrity a must
- Event or project planning experience preferred

Job Duties:

- MES Thesis support
 - Printed thesis: intake, binding, recording, deliver to library
 - Assist with scheduling thesis presentations each quarter
- Maintain paper and electronic files of MES students and graduates
- Aid Assistant Director with recruiting prospective students
 - Enter inquiries into database
 - Send promotional materials to inquiries and recruitment contacts
 - Answer prospective student questions when Assistant Director is unavailable
- Update MES student resources database (scholarships, internships, etc)
- Maintain MES listservs for current students and alumni
- Notify MES students and alumni of upcoming events, jobs, etc
- Co-maintain MES Weekly blog with Assistant Director; possible MES website support
- Check general MES email inbox
- Assist MES Director with small projects throughout the year
- Faculty support – room reservations, scheduling, syllabi, bios
- Primary contact for 3rd Floor Fishbowl room reservations (with MPA Program Assistant)
- Event support (graduation, orientation, smaller events throughout year)
- General office support (copies, deliveries, etc.)
- Contacting current students at certain times of year by email or phone
- Update MES classes through online catalog system
- Assist with various projects throughout the year
- Assist MES Communications Assistant with printing and distributing quarterly newsletter
- Other duties as assigned

How to apply:

Submit a resume and cover letter to Gail Wootan, MES Assistant Director by September 18, 2012. Please email wootang@evergreen.edu or deliver to Lab 1, Room 3022. Interviews will be held the week of September 24.