**2020 MES Outreach & Communications Assistant Interview Questions**

*First: Interview panel introduces selves and how they interact with the Outreach & Communications Assistant*

*Averi will give a brief overview of the position and its many roles*

**Questions:**

Tell us a bit about you and your interests in MES.

What interests you the most about this position? And in particular, how would this contribute to your professional development?

What kind of supervision do you prefer? If you’re asked to do something you’re not familiar with, how and when to you seek help?

This position includes opportunities to interact with prospective students, faculty, current students and Evergreen staff. How comfortable are you with verbal communication at in-person and virtual tabling events, over phone, and zoom?

Please tell us about a time when you had to learn a new skill or task on with little training.

How confident do you feel in your ability to market the MES program through social media platforms like Facebook, Twitter and Instagram?

Do you have any specific ideas for how the MES program can promote itself to potential students?

How proficient are you with Microsoft Office, particularly Word, PowerPoint and Excel? Can you please describe examples of the work you have performed with these programs?

What experience do you have with editing or managing websites or web software?

Is there any relevant experience you would like us to know that we have not covered?

Any questions for us?