

**MPA Program Marketing & Communications Assistant**  
**Master of Public Administration Graduate Program**

**Reports to:** MPA Director

**Hours:** 5-10 hours a week, September 26, 2016 through June 9, 2017.

**Compensation:** \$12-\$14/hour; paid through work-study funds ***dependent upon student eligibility***

**Start Date:** September 26, 2016.

**Job Description:** The position involves working with the MPA staff to help with marketing the MPA Program.

**Job Duties:**

- Produce (research, write, distribute) monthly MPA Program e-newsletter.
- Find and share relevant content with MPA social media outlets.
- Assist MPA Marketing & Communications staff person with MPA Program marketing and communications initiatives.
- Data entry.
- Other MPA Program-related duties as assigned.

**Qualifications:**

- Must be an MPA student who is enrolled for at least 4 credits in fall 2016, winter and spring 2017.
- Excellent professional written and communication skills – phone, email and in-person.
- Working knowledge of Microsoft Word, Outlook.
- Organized and detail-oriented.
- Flexible and able to work with minimal direction, yet able to ask questions to clarify the task at hand.
- Quick learner, able to take initiative.

**How to apply:**

- Submit a resume and email letter of interest to Doreen Swetkis, MPA Director, by June 24, 2016, 5pm. [swetkisd@evergreen.edu](mailto:swetkisd@evergreen.edu). Interviews will be held the end of June/beginning of July, 2016.