COLUMBIA | SIPA
Center on Global Economic Governance

Program Assistant Position
Available this SUMMER!

Job Description: The Program Assistant will support the activities and programs of the Center on Global Economic Governance (CGEG), especially in relation to website development, event post-production and promotion, and social media. Responsibilities will include reporting on CGEG events and activities through website stories & social media, making changes and updates to the website, and selecting and editing video clips. Graphic design tasks will include image editing and layout for Center publications and publicity materials. The candidate will be engaged in editing and summarizing material related to CGEG’s research activities and other similar initiatives through online media, newsletters, briefings, annual reports and other similar outlets. The candidate will also be involved in day to day administrative tasks.

Qualifications: Prospective applicants should have an interest in economics and/or economic governance. Ideal candidates will be responsible, attentive to detail, able to work well within a team, and have strong oral and written communication skills. Experience using Drupal and/or other website content management platform is strongly preferred though not required, as is experience with InDesign and Photoshop. Please see the CGEG website for further information and to familiarize oneself with the nature of our work: cgeg.sipa.columbia.edu.

Compensation: $12.00/hour
Hours: Approx. 20 hours per week
Period Sought: ASAP-Summer 2015, with the possibility to continue into Fall/Spring

Work-study eligibility is strongly preferred but not required

Please email your resume and summer availability to cgeg@columbia.edu.

Columbia University is an Equal Opportunity/Affirmative Action employer; applications from women and underrepresented minorities are strongly encouraged.