Student Communication Assistant, Duke Global Health Institute
Summer 2018 (dates flexible)

The Duke Global Health Institute is seeking a student to work collaboratively with the DGHl communication team to assist with a variety of communication-related tasks.

**Responsibilities:** Support communications team functions (content development, email marketing, social media, website development, event planning). Tasks include researching communications-related topics, tracking statistics, assisting with content management, transcribing interviews, assisting in social media efforts, and other administrative tasks.

**Requirements:** Attention to detail, professional attitude, strong work ethic and ability to work both independently and collaboratively.

**Schedule:** The ideal candidate will be available 15-20 hours per week. Position can begin as early as May 14, 2018, and continue through August 24, 2018. Start and end dates are flexible. This position has flexible work hours with the possibility of working some hours remotely.

**Background:** The DGHl communications team is responsible for managing the DGHl website, print and online publications, photography, video production, social media, newsletters, program marketing, external media outreach and special events.

**To apply:** Send resume and cover letter to susan.gallagher@duke.edu.

NOTE: Preference will be given to current Duke students who are not graduating in May 2018; students graduating in May 2018 may be considered.