Global Health Institute – Education Programs Intern

Description:

The Global Health Institute (GHI) is seeking a student employee to serve as our Education Programs Intern, supporting the educational programs staff. The position will be primarily working in our central campus office located in the Medical Sciences Center, and occasionally in our offices at the Health Sciences Learning Center, during regular business hours (9:00am to 4:30pm), with the opportunity to help with occasional evening events as well.

Position will be approximately 10-15 hours/week while classes are in session, and can be somewhat flexible based on class schedule (minimum 3 hour shifts). If available during the summer and winter/spring breaks, position could work up to 20 hours/week. Would prefer someone who is able to commit at least one year to the position.

Duties:

● Administrative assistance for educational programs staff:
  ○ Scheduling support for Associate Director for Education and Engagement
  ○ Learn@UW technical assistance (training provided)
  ○ Undergraduate and graduate program assistance, i.e. emailing lecturers, assisting with administrative projects, event planning
● Student Global Health Coalition organization liaison:
  ○ Communicate between student org leadership and GHI communications personnel to assist with publicity support of global health campus activities
● Miscellaneous task assistance:
  ○ Filing, copying, and scanning
  ○ Assist with events and international visitors

Knowledge/Training:

● Microsoft Office, including Excel, Word, PowerPoint and Outlook
● Experience working in a business office environment
● Global health interest and knowledge

Skills and Abilities:

● Attention to detail
● Strong organizational and communication skills
● Positive attitude and willingness to learn new tasks
● Ability to organize time and set priorities
● Maturity and ability to work with people from diverse backgrounds

How to Apply:

Email cover letter, resume, and the names and contact information for two work references to globalhealth@ghi.wisc.edu. The deadline for applications is May 13, 2016.