**Job Title:** Communications Assistant (Public Relations Aide 2)

**Department:** Institute for Policy Research

**Available:** Fall 2021, Two to three positions available to work up to 10 hours a week over the academic year.

**Job Description:** Will assist the Director of Communications and the Communications Team. As a part of our experienced team, you will help update IPR’s website, seek out new faculty research, organize media clips, and provide support on additional digital and research projects. You will also have opportunities to write for social and digital media on policy research topics. Other content creation tasks will include conducting background research, fact-checking/proofing, and working on publications and the web. May also help to organize, publicize, and manage events, among other duties.

**Qualifications:**
Good organizational and communication skills, reliable, self-starter, detail oriented, computer savvy (Word, Excel, Adobe Acrobat, and Google docs are required; others such as Cascade, InDesign, and Photoshop would be helpful but can be learned on the job). Must have an interest in social and public policy issues. Editorial/journalism experience and knowledge of social media would be helpful.

*You must be an undergraduate student at Northwestern with a Federal Work-Study allotment for the 2021–22 academic year.*

**Hours:** Flexible, scheduled between 9 a.m. and 5 p.m. on the Evanston campus. Occasional work some evenings for events, scheduled in advance.

*We expect that students will be working in-person in our Evanston campus office according to the University’s latest COVID-19 guidelines, but we can also offer some flexibility in working remotely.*

**Pay rate:** $13 per hour

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