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

**Department:** Institute for Policy Research

**Available:** Summer 2021. One part-time position available (up to 20 hours per week).

**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, find 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. Potential to continue during Northwestern’s academic year if work-study eligible and help to organize, publicize, and manage events.

**Qualifications:**
Current Northwestern undergraduate student or recently graduated Northwestern undergraduate student. 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.

*To continue in the fall, you must be a NU undergraduate student with a Federal Work-Study allotment for the 2021-22 academic year.*

**Hours:** Flexible, scheduled between 9 a.m. and 4 p.m. Occasional work some evenings for events, scheduled in advance.

**Pay rate:** $15 per hour.

**CONTACT NAME:** Patricia Reese

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