

MPA-EPM Student Assistant

Job Description: The MPA in Economic Policy Management program out of Columbia University's School of International and Public Affairs is seeking a Student Assistant for the Spring and Summer sessions of 2023. The Student Assistant will work with our Student Services Coordinator on various projects throughout the semester, with a large focus on tasks to prepare for the incoming Summer class of 2023 and the many Summer events. Tasks include, but are not limited to administrative assistance, promotional material design, mass email outreach, website content management, venue research, problem solving, and ad hoc projects as needed.

Desired Skills:

- Some minor design skills may be required, including experience with Photoshop, Canva, PowerPoint, or similar software to aid in design.
- Excellent writing skills are a must, as is experience with common office software such as Microsoft Word, Excel, PowerPoint, etc. Strong attention to detail is also a must.
- Knowledge of mass communications platforms, such as Mailchimp
- Knowledge of social media platforms (Facebook, Twitter, LinkedIn, etc.) is also a plus, especially skills in managing professional social media accounts.
- Interest in economics and/or economic policy is preferred but not required.

About the Position:

- **Hours:** Approx. 5-20 hours per week. From January through March, hours will be between 5 and 10 hours at the most. Beginning in April, hours will begin to vary, but will need require 20 hours until after May 15, 2023.
- **Report to:** Student Services Coordinator and Assistant Director

If you are interested in the position, please contact Shawyonia Pettigrew at sp3751@columbia.edu

About MPA-EPM: The MPA-EPM provides leading policymakers and professionals with the skills to effectively design and implement economic policy in market economies, with a strong emphasis on the economic problems of developing countries. To learn more about the MPA in Economic Policy Management, please visit <https://sipa.columbia.edu/academics/programs/mpa-economic-policy-management>