



## **Graduate Assistant for the Nutrition Consortium Arnold School of Public Health**

### **Job Description:**

The graduate assistant will support the work of the Nutrition Consortium by planning and executing the annual Nutrition Consortium symposium, nutrition seminar series, and other activities and events to disseminate nutrition research. They will also assist the director with administrative duties and other tasks as needed.

### **Qualifications:**

Must be enrolled in a graduate program in the Arnold School of Public Health.

### **Expertise Needed:**

Has proven written and visual communication skills in print and digital channels; proficiency in MS Office (Excel, Word, PowerPoint, etc.); enthusiasm for promoting nutrition research and training through multiple channels; technical editing skills; experience with taking initiative and learning new tasks. Must have outstanding organizational and time-management skills; communicate effectively orally and in writing; and have strong interpersonal skills to work effectively with administrators, business managers, faculty members, students, staff, graduates, and research partners.

**Time Commitment:** up to 15 hours/week (negotiable)

**Applicants should send:** 1) a current resume/CV, and 2) names and contact information of three references to Emma Kenney, at [emkenney@email.sc.edu](mailto:emkenney@email.sc.edu).