

Position Announcement
Graduate Administrative Assistant

The Department of Epidemiology and Biostatistics has an immediate opening for a Graduate Administrative Assistant (GAA). First-year Masters students are highly encouraged to apply. The GAA will work under the direction of the Assistant Department Manager to assist with the day-to-day administrative responsibilities of running the department and to assist the department's faculty members. Such responsibilities include assisting faculty members with their courses, helping to plan and coordinate meetings and events, answering the phone, responding to prospective student e-mails, creating spreadsheets, filing, completing administrative forms, and other tasks as needed.

We are looking for a student to begin working immediately, preferably during the afternoons (from 12:00pm – 5:00pm). We are looking for a student to work approximately 15 hours a week beginning in mid-March and throughout the fall 2010 semester. During July and the beginning of August, the student will work approximately 10 hours per week. Continuation into the spring 2011 semester is preferred. This position pays an hourly wage of \$12.

This is a wonderful opportunity to make some extra money! The working schedule is flexible and can be designed around class times. It is also an excellent way to become more acquainted with the department's faculty and to find out about prospective research projects faculty members in the department are participating in.

Any interested students please send an electronic copy of your resume to the Assistant Department Manager, Susan Lin, at sphsxl@gwumc.edu.