NPTS/CACS Graduate Assistant

**JOB DESCRIPTION**

This position will assist the NPTS program chair and CACS advisor in a variety of tasks related to management of the NPTS program. Duties include assistance with Web site updates; announcing talks, guest speakers, relevant jobs, internships, fellowships and conferences via the weekly NPTS Newsletter; researching new employers and opportunities; communicating degree requirements; and publicizing achievements by NPTS students and grads.

Skills required include comfort with technology and an ability to learn new programs quickly, strong writing and editing skills, attention to detail, comfort with communicating with a variety of stakeholders (faculty, student clubs, etc.) and effective time management. Experience with web editing platforms is helpful but not required.

Days per week: Variable

Hours per week: 10

**TO APPLY**

Office: Nonproliferation and Terrorism Studies Program/Center for Advising and Career Services

Supervisor Name: Dr. Jeff Knopf (primary) and Jen Holguin (secondary)

Email resume and a brief cover letter to Dr. Jeff Knopf (jknopf@miis.edu) and Jen Holguin (jhamblet@miis.edu). Please refer to the position title in your cover letter.