Part-Time Job Opportunity for a Graduate Student or Post-Doc interested in Teaching and Educational Research

As part of an NSF grant funded education project, we seek a part time information and communications assistant. The project will run for ~ 1 year. We seek an organized and self – motivated individual to work approximately 6-10 hours per week to provide help with literature reviews and information gathering, organization of data and resources, writing and editing assistance with electronic and print publications, and other projects, throughout calendar year 2014 and into 2015. This position requires excellent written and oral communication skills, the ability to organize and complete multiple projects, and proficiency with standard office software, such as MS-Word, MS-Excel, Powerpoint. Candidates must be able to work independently and as part of a team. Applications are encouraged from graduate students or post-docs who are interested in teaching, program development, and educational research.

Total hours will vary from week to week with some flexibility, but certain deadlines will require concentrated work over short periods. Work schedule is negotiable but will require some hours during normal workdays (M-F, 8:30 AM – 5:30 PM) and some scheduled meetings outside of this time frame.

To apply: Please send a cover letter, current CV, short writing sample (~5-20 pages), and a list of 3 references (all in pdf format) to Michele Felton, Assistant to the Chair of Biology at felton@wustl.edu. Applications will be accepted immediately and until position is filled.