



EMORY

L A N E Y
GRADUATE
S C H O O L

Institute for
Developing Nations

**Institute for Developing Nations (IDN) Graduate Assistant
Communication, Events, Social Media**

Job Description:

There is an immediate opening with IDN for a Graduate Assistant to provide support for IDN events, communication, and social media. IDN promotes engaged scholarship in partnership with Carter Center programs through collaboration among academics, practitioners and policy makers. The ideal candidate will have excellent research, organizational, and communication skills. The ideal candidate must be able to work independently and meet project deadlines. For consideration, please email a letter of interest and current resume to ids@emory.edu.

Specific job duties:

- Research current international development-related issues
- Provide research and logistical support for conferences and workshops
- Support with social media outreach
- Assist with newsletter write ups and event invitations
- Assist with developing program content and providing event logistical support

List of qualifications

- Previous office experience
- Demonstrated ability to work independently
- Paid Internship, \$12/hr
- Duration of assignment: Spring 2018 semester with a possible extension to the summer and following academic year
- Hours per week: 10 – 12

Deadline to apply: Jan 10, 2018

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