

**Student Services Assistant - Graduate Assistantship – 2020-2021**

Student Services in the Department of Health Management and Policy in the College of Public Health seeks a graduate student to assist with management, logistics and operations of 4 graduate programs in the department. This position will report directly to Gwendolyn Archibald, Director of Student Services & Academic Program Support

**Responsibilities may include, but are not limited to the following:**

* Collect, organize and analyze data to inform department operations
* Create data visualization for use by faculty and student services staff in the form of dashboards, excel spreadsheets or executive summaries
* Coordinate logistics for admission interviews for the MHA program and PhD program.
* Create and manage databases, including the retrieval of data from databases for analysis or data review
* Develop strategy for communication and engagement across graduate programs and with external constituencies, hospital and healthcare systems and prospective internship sites
* Engage in large and small scale even planning for major department events and curricular events such as the Executive Presentation Seminar, American College of Healthcare Executives Congress, and Graduation Luncheon
* Conduct process improvement analysis for department operations
* Create and post social media communications to members of the department community and stakeholders
* Communicate with prospective and current students about department operations and program requirements
* Attend student organization meetings to support student engagement and activity: Student Leadership Council (department-wide), Social Media Committee, Iowa Student Association for Healthcare Leadership (MHA students), and AcademyHealth (PhD, MSHP, and MPH students)
* Other duties as assigned.

Required qualifications:

* Currently enrolled full-time graduate or professional student at The University of Iowa

Desired qualifications:

* Project management experience
* Excellent oral and written communication skills
* Academic program operations and/or student affairs experience
* Excel and Microsoft Office
* Familiarity with online marketing and social media

Time commitment:

* Approximately 10 hours / week
* ¼ time COGS appointment for 2 academic semesters, fall 2020 and spring 2021

Work location: N218 CPHB

**To Apply:**

Send letter of interest and Resume/CV to [gwendolyn-archibald@uiowa.edu](mailto:gwendolyn-archibald@uiowa.edu)