



- [Job search](#)
- [About ASU](#)
- [All ASU Careers](#)
- [Customer Assistance](#)
- [Candidate](#)

Zone ▼

Sign Out

09-Sep-2024

Strategic Communications Assistant (FWS Eligible)

Student Worker IV

104373BR

Job Description

Provides professional-level support to Affinity Networks & Translational Teams Initiative leadership, performing various communication, dissemination, and data-related tasks and support. The employee will collaborate with specific Translational Teams and translational science units to assist in developing and implementing strategic communications, conducting targeted dissemination and outreach, and gathering/analyzing complex sets of data to determine the Initiative's impact and reach. This may include assisting teams/networks in developing and disseminating media, documenting and analyzing project statuses and outcomes, and creating high-quality data visualizations to demonstrate impact for external audiences. The employee also provides direct documentary and analytical support to the initiative's strategic communications lead, Al Haddad.

Student Recruitment Type

Student Hire Hourly

Campus/Location

Campus: Downtown Phoenix

Department Name

CHS Business Solutions

Full-Time/Part-Time

Part-Time

VP Code

VP/EXEC VICE PROV DPC

Scope of Search

Open

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Salary Range

\$17.50 per hour

Close Date

12-September-2024

Essential Duties

- Performs tasks related to specific communications & analysis projects assigned
- Assists teams in conducting outreach by developing media from prepared templates
- Assists teams in identifying newsworthy activities for dissemination and promotion
- Assists communications lead in strategic projects including documentation and analysis of visibility efforts
- Assists in specialized administrative or technical projects in area of assignment (e.g. collecting and classifying project data over time in multiple contexts)

Minimum Qualifications

This classification is limited to teaching/research aide type work or those positions requiring highly specialized skills and/or technical knowledge.

Desired Qualifications

Current ASU student with significant experience or ability in at least ONE of the following:
communications, data analysis

AND significant experience or ability in at least TWO of the following:
project management, data visualization.

Working Environment

Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse 75 percent; required to stand for varying lengths of time and walk moderate distances to perform work 10 percent. Ability to clearly communicate verbally, read, write, see, and hear to perform essential functions. Frequent bending, reaching, lifting, pushing, and pulling up to 25 pounds 15 percent. Regular activities require the ability to quickly change priorities, which may include or are subject to resolution of conflicts.

Department Statement

The College of Health Solutions (CHS) is dedicated to translating scientific advances into practical interventions to improve health outcomes through education, research and service. We equip students with the knowledge and skills to influence healthier lifestyle choices; develop creative interventions to improve the health of people and populations; analyze and translate large amounts of health data into solutions; and maximize the technology, science, business and application of diagnostics. CHS research programs encompass basic, discovery science, clinical trials, intervention science and measurement of health outcomes. CHS takes an interdisciplinary approach to address the complex systems that underpin health problems. The college is highly collaborative, transparent and team-oriented with an organizational structure that includes translational teams, affinity networks and academic programs to improve the health of people and communities.

The current training programs include behavioral health, biomedical diagnostics, biomedical informatics, exercise science, health promotion, health sciences, kinesiology, medical studies, nutrition, population health, science of health care delivery, and speech and hearing science. Our programs are offered at ASU's Downtown Phoenix, Tempe, Polytechnic, West and Lake Havasu campuses, as well as on Mayo Clinic's campus in north Phoenix.

For more information about ASU and the College of Health Solutions, visit <https://www.asu.edu/about/> and <https://chs.asu.edu/>

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit <https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco>

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU PD at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/az-resources>.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

IMPORTANT NOTE: What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.

[Apply to job](#)[Save](#)[Accessibility](#)[Privacy](#)[Terms of Use](#)[Browser Support](#)[Infinite Talent Privacy Stat...](#)