



CENTER ON AMERICAN AND GLOBAL SECURITY

INDIANA UNIVERSITY
School of Global and International Studies
College of Arts and Sciences

Position: Program Assistant

Available Positions: Two (2) | **Type of Position:** Federal Work Study (FWS)

Start Date: Spring 2016 (January 11 – May 6, 2016)

Job Description:

The Center on American and Global Security (CAGS) is seeking two Federal Work Study (FWS) students for the spring 2016 semester. As the Center's Program Assistant, you will be responsible for assisting in the logistical, programmatic, and technical aspects of events supported by our organization. These events include but are not limited to talks, conferences, symposia, lecture series, and outreach projects. For these events, you will assist in overseeing the publicity and marketing, event planning and logistical elements, interviewing of scholars for our podcast series, facilitating outreach to faculty and students, and assisting the Associate Director and Director in collaborating with other units, departments, and centers in these endeavors.

Applicants should be detail-oriented, flexible, possess basic clerical skills, and have an interest in global or domestic security issues, politics, or international relations. Preferred qualifications include knowledge of HTML, CSS, and JavaScript, as well as some previous experience utilizing media equipment such as video cameras, sound recorders, and similar devices. Additionally, a basic proficiency in Photoshop, Adobe InDesign, and related programming platforms is desired, but not required.

What You Gain:

This position offers the opportunity to gain in-demand and transferrable skills, including event planning, research, development of media and marketing tools, and collaborative and creative skills. Additionally, by partnering with our Center, you gain access to numerous networking opportunities with some of the nation's and the world's leading experts across a wide range of specializations, most specifically in security studies, international relations, and political science. All of our events, some public and some private, are open to our team members, and these experiences give you invaluable exposure and hands-on learning experiences.

Details:

This position is compensated at \$10 per hour, and requires 10 hours of work per week. Your schedule in office is flexible and dependent upon your course schedule. Typically, your hours will fall between 8am – 5pm Monday through Friday. On rare occasions when CAGS hosts or participates in a weekend event, we may ask for your assistance during that time. Understandably, we will flex your hours during the week in this occurrence. Please note that for this position a background check is required.

Applying for the Position:

To apply, please submit a one-page statement of interest outlining your qualifications to the Associate Director of CAGS Brea Tessa Bailey (baileybt@indiana.edu). Additionally, with this submission include your résumé and research interests. For questions, please contact our offices via the email listed.

Deadline: Please apply by Monday, November 30, 2015 by 5 pm.