Call for Applications
Graduate Marketing Assistant

The Department of Quantitative Theory and Methods (QTM) is offering part time employment (10-hours per week) to a Graduate Marketing Assistant. We are funded for up to two lines. The pay rate is $20/hour.

This professional development opportunity will afford students to enhance the following broadly applicable skills:

- Graphic design
- Reviewing the CVs/resumes for hiring purposes
- Soft skills (including professional communication in meetings and email; cover letter writing, etc.; communicating technical material for non-technical audiences)

Responsibilities

The responsibilities of the Marketing Assistant fall into three broad categories:

- Media & Website Management (design marketing collateral for print and web, advertise events and programs through online platforms and media accounts)
- Undergraduate Professionalization Support (provide ongoing review and mentorship for undergraduate students on their resumes/CVs and cover letters)
- Marketing & Event Support (Support QTM event initiatives, such as speaker series, happy hours, undergraduate events, etc.)

The Marketing Assistant is welcome to nominate additional focus areas as desired to better serve their own professional development and departmental need.

Work Site
- This position is hybrid or fully in-person

Eligibility
- Applicants must be fulltime students in a doctoral program, in good standing

Evaluation Criteria
- Organizational ability, communication skills, and potential to contribute to QTM’s mission
- No specific discipline or field is required

Review Process
Applications will be reviewed by QTM faculty and staff administrators. Finalists may be asked for a brief interview before the fellow is selected.