August 30, 2017

The Fellowships Program is looking for a talented Fellowships Program Assistant. We've worked with some wonderful students over the years, many of whom came back for a second year. If you think this could be you, please get in touch with me at mlamb@smith.edu. Details are below.

Margaret Lamb, Ph.D.
Fellowships Adviser
Smith College Fellowships Program
mlamb@smith.edu

Work Study Job Description: Fellowships Program Assistant – Website Assistant [Job ID 3785]

The Fellowships Program at Smith is looking for one or two dedicated and motivated individuals to be our student collaborators. We are looking for a total of 10 hours of assistance per week. This means that we seek either one individual who can work 8-10 hours per week or two individuals who can work 4-6 hours per week. We want individuals who are excellent communicators, adept at using technological tools, creative in problem solving, and attentive to detail. The job will involve helping to keep Fellowships Program records and informational material up-to-date, to update and rework the Fellowships websites (www.smith.edu/fulbright and www.smith.edu/fellowships), to organize events and share information about fellowships, and to work with the Lazarus Center for Career Development peer advisors to answer students' initial questions about the Fellowships Program.

You will be supervised by Margaret Lamb, Fellowships Adviser, and also work with Donald Andrew, Director of the Fellowships Program. You will work with Lazarus Center for Career Development staff.

An ideal candidate for the Fellowships Program Assistant position would have experience:
- writing emails and social media posts for an organization or business;
- collating and tracking data;
- updating websites using WordPress or Dreamweaver or a similar program;
- designing and using complex Excel spreadsheets or databases;
- creating and editing pdf documents using Adobe Acrobat Professional or similar;
- helping other students to make great use of the resources of the Lazarus Center for Career Development and other offices on campus.

Job requirements include:
- familiarity with the structure of webpages and some experience updating website content;
- familiarity with Adobe Acrobat and Microsoft Excel and some experience with pdf document editing, spreadsheet construction, and data management;
- strong communication on paper, in electronic messages, and in person;
- an ability to learn quickly and ask questions;
- accurate attention to detail – a vital skill!;
- an ability to work well independently in a professional environment;
- sophomore or junior status; and
- availability in both fall 2017 and spring 2018 semesters.

Preferred experience includes:
- previous experience as a peer advisor;

- previous experience using WordPress, Dreamweaver, or a similar program to create, add pages to, and maintain the operating integrity of a website;
- knowledge of HTML/CSS, ability to edit Javascript, and proficiency with form editing and creation in Google Forms, WordPress, Dreamweaver, or a similar program;
- familiarity with creating databases and using MySQL and PHP;
- strong academic performance in relevant coursework (for example, writing courses, data management, information design, computer science).

Pay Rate:
$11.25 per hour

Start Date: Immediate

Work Location: Lazarus Center for Career Development, Drew Hall (next to the Campus Center on Elm Street)

Timeframe:
An ideal candidate would start work immediately this semester and continue as Fellowships Program Assistant during the spring semester. We'd prefer a candidate who would be available to continue the role in the following academic year 2018--19. Some hours during the summer and/or winter (J-Term) may be arranged.

Application:
If you are interested, please apply in JobX and email mlamb@smith.edu and fellow@smith.edu with a cover letter and résumé. Weekly hours are flexible between 4-10 hours per week; in your email, please indicate if I) you would prefer 10 hours per week as our sole Fellowships Program Assistant; II) you would prefer 4-6 hours per week as one of two Fellowships Program Assistants; or III) that either arrangement over hours could work for you.