

## **GFLEC Graduate Operations and External Relations Assistant**

**Title of Position:** Graduate Operations and External Relations Assistant

**Job type:** Part-time (15-20 hours/week)

**Location:** George Washington University School of Business

**Application deadline:** January 23, 2017

**Start Date:** Early January 2017 or at start of semester

**Pay:** \$14-15/hour commensurate with experience

### **GFLEC Description**

The Global Financial Literacy Excellence Center (GFLEC) is one of the leading research centers on financial literacy. GFLEC's high quality research illustrates the extent of financial illiteracy and studies its consequences for the individual and for society. Housed within the School of Business at the George Washington University in Washington, D.C., the Center seeks to inform policy as well as develop and promote financial literacy programs globally.

### **Position Description**

The role of the graduate operations and external relations assistant position is to primarily work with and support the Interim Executive Director, who is also the Director of Operations and External Relations, to achieve short- and long-term goals for the center. This person will help with event planning, Concur reports, reimbursements, event budgets and expense reports, scheduling, booking travel, room reservations, writing correspondence, social media postings, website maintenance, office supplies, and other tasks as needed. You will be responsible for balancing multiple priorities and deadlines. Taking initiative is highly valued. You will be part of a small team that allows for growth and working towards your strengths.

### **Job tasks:**

- All aspects of event planning (6 seminars organized with the Fed plus 1-2 other international and/or campus events per semester)
- Compile expense reports for GFLEC events
- Help draft, layout, and send mass communications and generate reports
- Concur reports (GW credit card and reimbursement reports)
- External reimbursement requests
- Pay invoices
- Order supplies through GWSB's online platform
- Conduct background work for research projects
- Edit GFLEC papers and other documents
- Make edits to website
- Assist with drafting and posting social media commentary as needed
- Analysis of Google Analytics of website and social media activity as needed
- Miscellaneous tasks as needed

**Required Skills:**

- Must be a graduate student with relevant work experience
- Attention to detail is imperative
- Ability to listen and follow instructions
- Ability to communicate effectively with other team members
- Careful record-keeping and organizational skills
- Strong writing and editing skills
- Proficient using Microsoft Office (Word, Excel, and PowerPoint)
- Ability to quickly learn software programs
- Anticipate needs of a project and adapt to fast-paced environment

**Preferred Skills:**

- Proficient using PC computers
- Interest in financial literacy and financial education
- Previous experience using Salesforce or similar database platform
- Advanced knowledge of WordPress, Wix, Hootsuite, iDesign, and social media platforms