

GFLEC Operations and External Relations Assistant

Title of Position:	Operations and External Relations Assistant
Job type:	Part-time (15-20 hours/week)
Location:	George Washington University School of Business
Application deadline:	Open until filled
Start Date:	January 2018 (with training during the fall semester if possible)
Pay:	\$ 14.25 - \$15.75/hour

GFLEC Description

The [Global Financial Literacy Excellence Center](#) (GFLEC) is one of the leading research centers on financial literacy and financial capability. GFLEC produces high quality research to illustrate the extent of financial illiteracy through the world and to study its consequences on the individual and society. Housed within the School of Business at George Washington University (GW) in Washington, D.C., GFLEC is reflective of expertise not only in financial literacy, but also in the translational power of academic research to inform change on the macro level, including influencing policy and changing practitioner practices.

Position Description

The role of the operations and external relations assistant position is to primarily work with and support the Executive Director 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, 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.

The position is open to current graduate or undergraduate students with relevant work experience.

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
- Concur reports (GW expense reporting system)
- External reimbursement requests
- Pay invoices
- Salesforce data entry
- Room reservations
- Order supplies through GWSB's online platform
- Conduct background work for research projects
- Make edits to the website
- Miscellaneous tasks as needed

Required Skills:

- Attention to detail is imperative
- Ability to listen and follow instructions
- Self-starter who needs limited supervision
- 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
- Knowledge of WordPress

Please apply via GW Handshake by submitting your resume and cover letter.