

Northwestern University Communications & Data apprentice



Northwestern University

Northwestern University is searching for a student to join our Sponsored Research Subcontracts Management team as a part-time Program assistant: **Communications & Data apprentice**. Reporting to the Assistant Director for Administration and Strategic Communications, this position will primarily support communications and office infrastructure-building projects.

Responsibilities:

- **Maintain** spreadsheet data
- **Perform** basic website maintenance tasks.
- **Provide** quality assurance testing of website and application functionality
- **Assist** with proofreading and formatting documents and presentations
- **Collect** data, through online research, and summarize information to contribute to reports, announcements

DETAILS

1. **Modality:** Hybrid
2. **Salary:** \$18/ hour
3. **Hours per week:** 10-20
4. **Start date:** August 2024
5. **Duration:** 1 year

HOW TO APPLY

1. Click on [this link](#) to review the full job description.
2. **Contact** the career Development Department at your campus for assistance with your résumé, cover letter or interviewing workshops.
3. **Submit** your application through the link above.

<https://earnandlearn.ccc.edu/>



Deadline to apply
July 3, 2024

Questions? Contact Elisa Juarez Lopez, Student Development Coordinator, at ejuarzlopez@ccc.edu