

Events and Communication Fellow Description

The Office of Graduate and Postdoctoral Fellows is seeking one to two part-time graduate fellows to assist the office on a variety of projects. Job duties will include support for events and for communications, as well as other projects through the course of the school year. Examples of such events include our monthly donut days, writing retreats, and Three Minute Thesis. This position will require some daytime, in-person availability, though some of the work may be accomplished remotely. We will work with the successful candidate to identify the schedule that will accommodate their responsibilities and the office's needs.

Qualifications:

- Currently enrolled in a graduate program at Tulane University
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Demonstrated commitment to diversity, equity, and inclusion

Students who are supported on a tuition waiver and stipend must have written permission from their department to take this position.

Salary: \$15/hour

Hours: TBD with the possibility of daytime, evenings, and weekends. Approximately 5 to 10 hours per week. The Events and Communication Fellow will report to the Assistant Director of OGPS. To apply, please email a resume to jobrien2@tulane.edu. Applications will be reviewed on a rolling basis and the position will remain open until filled.