Health Policy External Affairs Student Worker
(***WORK-STUDY STUDENTS ONLY***)
USC Leonard D. Schaeffer Center for Health Policy and Economics

Mission: The Schaeffer Center measurably improves value in health through evidence-based policy solutions, research and educational excellence, and private and public sector engagement.

The Health Policy External Affairs Student Worker will assist the Schaeffer Center faculty and staff organizing events, conferences, and advisory board meetings, and using media to effectively communicate research findings. Interns may have opportunities to support research. A detailed list of responsibilities is below. We are looking for undergraduate/graduate students interested in health policy and health economics.

**Please send resume and cover letter to dstamble@healthpolicy.usc.edu to apply. Include your hours available to work during Fall 2015.**

COMPENSATION: Graduate or undergraduate students with federal work study in the spring and fall will receive a rate of $12/hour or more, depending on qualifications. Potential for summer work. Students will work up to 20 hours per week, depending on the student’s availability and Center’s needs.

RESPONSIBILITIES:

- Develop creative strategies to communicate with internal and external audiences using tools such as Facebook, Twitter, LinkedIn, YouTube and Flickr.
- Contribute to the daily communication of research using social media tools and propose new content to be posted.
- Help with the organization and set up of various Schaeffer Center events
  - Advisory Board meetings, lunch seminars, global conferences, etc.
- Assist in other health policy research needs

SKILLS AND ATTRIBUTES:

- Working in a deadline oriented environment.
- Collaborating with a creative team.
- Utilization of new media in a professional environment.
- Clear oral and written communication skills.
- Microsoft, Adobe, Excel, Outlook, Publisher
- Organizational skills.
- Good decision-making skills.