OPPORTUNITY

Institute for the Study of Islamic Thought in Africa

Undergraduate Work-Study Position:
Communications and Operations

Job Summary:
The Institute for the Study of Islamic Thought in Africa (ISITA) is seeking an undergraduate work-study student to contribute essential communications and operations support for a small, active research center with a focus on Islam in Africa. ISITA is based at the Program of African Studies and is an affiliate program of the Buffett Institute for Global Studies.

Specific Responsibilities:

- Adding events to PlanIt Purple
- Creating event flyers and posters
- Using social media to advertise events as appropriate
- Preparing multi-media content for the website
- Assisting director and associate director with specialized administrative tasks as needed

Qualifications:

Must be an NU undergraduate student with a Federal Work-Study allotment for the 2018-19 academic year.

- Strong verbal and written communication skills
- Detail oriented
- Social media experience (promotions for companies/student groups), Content Management System (CMS), Microsoft Office, Google Drive, Box
- Experience with Photoshop and video editing software (such as Adobe Premiere or Final Cut Pro) preferred
- Interest in Africa, Islam, religious studies, or Arabic language preferred

If you do not have extensive experience in each of these areas, but are comfortable with learning new things, please go ahead and apply. We will train you as needed.

Pay Rate: $12.00/hr

How to apply:

Send an email to Rebecca Shereikis (ISITA associate director) at r-shereikis@northwestern.edu, with brief answers to the following questions:

1. Briefly describe yourself and why you are interested in this position(s).
2. Which quarters of this academic year are you available to work?

3. How many hours per week are you available (pay is $12/hour)?

4. Have you had any experience using social media (Facebook, Twitter) other than for personal use (for example, to promote a club or organization)? If so, please describe briefly.

5. Please describe your skills/experience with each of the following:

   - Content management systems for websites such as Word Press (NU uses CASCADE)
   - Adobe Photoshop
   - Adobe InDesign
   - Designing flyers or posters for events
   - Video editing software (such as Adobe Premier or Final Cut Pro)

6. Is there anything else you would like us to know about you?

CONTACT NAME: Rebecca Shereikis

CONTACT PHONE NUMBER: 847-491-2598

CONTACT EMAIL: r-shereikis@northwestern.edu