

## **MALS Student Worker Position**

### **Purpose**

Assists the MALS director with various MALS and Special Programs projects.

### **Qualifications**

Must be a MALS graduate student

Must perform work while living in the state of Oregon

Must be enrolled in the semester in which you perform work

Minimum GPA of 3.0

Experience with/interest in learning Word, Excel, Cascade, Adobe Suite

Strong interpersonal communication skills

### **Duration**

This position is typically for no more than one term. A student worker may apply repeatedly.

### **Location**

The application asks that you note if you can work remotely and if you can work in person. The position will be best served by working in the MALS office (Eliot 203), but we will consider applications from students who can do only one or the other.

### **Duties/Responsibilities**

Assistance with:

Recruitment efforts/collaboration with communicating with prospective students

MALS communications, opportunities, and publicity efforts

MALS Book Club coordination, event planning, and registrations

MALS surveys, course showcases, workshops, other events

MALS alumni engagement and student news/profiles

AGLSP/GLS symposium/Western Tributaries & conference planning

Tasks for special programs and special research projects

### **Core Learning Outcomes**

After working in this position, students will be able to:

- Prioritize between multiple projects, tasks, and inquiries
- Plan events/create materials to engage students/public with the liberal studies mission and community
- Identify core issues or questions and refer to appropriate resources
- Communicate effectively with a variety of audiences

**Funding**

Dependent on funds, [Oregon minimum wage](#) or higher. Students are paid on a [biweekly](#) basis.

**Supervisor**

Ashley Hudson, Associate Dean of Graduate and Special Programs

**How to apply**

A call for applications is typically issued in the spring and a final decision on awards is made no later than fall of the new academic year. The application will be provided with this call via email to MALS students' Reed email addresses.