

RI-INBRE Rhode Island Idea Network for Biomedical Research Excellence

Job Title: Office & Web Assistant

Overview:

An Undergraduate or Graduate student is needed for assistance with the RI-INBRE and Division of Research and Economic Development offices and affiliates for website design and update.

The student must be proficient in HTML code and social media platforms. A knowledge of Photoshop preferred. Proficient in Microsoft Office programs, WordPress, and social media platforms.

Responsibilities:

- Assist the RI-INBRE and Division of Research and Economic Development offices and affiliates with website design and updates
- Use WordPress to update and maintain RI-INBRE's website
- Maintain social media platforms (Facebook, Twitter, LinkedIn, etc.)
- Update and create spreadsheets and word documents as needed.
- Request research updates from program participants
- Maintain master list of Publications, Presentations, and Awards
- Assist with the collection of materials and data for preparing the Annual Progress Report
- Assist with RI-INBRE special events. Create online forms for various functions.
- Perform office functions such as copying, printing, scanning, order office supplies, prepare mailings, run office errands as needed, etc.
- Promote Events and Seminars on social media and distribute literature throughout the Pharmacy Building and various buildings on campus
- Assist with preparation of seasonal Newsletter
- Create brochures and flyers for program events
- Create online accessible forms for various functions
- Organize summer student research applications and letters of recommendation
- Communicate with students and program personnel via email
- Track past program participants and update student database with relevant information

Requirements:

- Available Part-Time (10-20 hours/week)
- Report to the student work station in the Division of Research and later move to the College of Pharmacy.
- Undergraduate or Graduate student in good academic standing at the University of Rhode Island
- Undergraduate student with "work study" as part of their financial aid package required.
- Student must be proficient in HTML code and social media platforms; knowledge of WordPress and Photoshop, and proficient in Microsoft Office programs. Proficient in Microsoft Office programs, WordPress, and social media platforms.
- Provide a prior example of a functioning website as an example of proficiency is helpful.
- Prior experience working in an office setting
- Punctual, Presentable, and Dependable Student