Program Assistant Position for the Interdisciplinary MPH Program

**Title and Classification:** Program Assistant; One-year, term appointment for part-time (24 hours per week); Salary is commensurate with experience and benefits are included.

**Location of Employment:** Kansas State University, College of Veterinary Medicine, Trotter Hall

**Job Responsibilities:** Design recruiting materials in print and electronic formats; design and administer the program webpage; attend meetings of the program coordinating committee; collect and analyze data; prepare annual reports and submit news releases to local, state, and national media; administer alumni evaluation survey; prepare the application materials for program accreditation, including the development of evaluation plans; arrange exhibits for professional health conferences and staff the booth during the conferences; provide technical support to the Program Director for processing of applications to the Graduate School.

**Required Education and Experience:** Proficiency in word processing, spreadsheet, database, and webpage design experience is necessary.

Preferred Qualifications: Administrative experience in a university setting, knowledge of public health and prior experience in a public health agency are desired.

**Application Materials:** Applicants should submit the following information: cover letter indicating interest and how qualifications are met, including examples of writing and computer proficiency; a brief resume; official transcripts; name, mailing address, phones number, and email address of three references. Send application materials to: Dr. Robert Larson (rlarson@vet.ksu.edu), Interim Director and Professor, Dept. of Clinical Sciences, Kansas State University, 111B Mosier Hall, Manhattan, KS 66506. Screening of applications will begin August 1, 2008, and continue until position is filled. For more information please see the Master of Public Health website: [www.ksu.edu/mphealth](http://www.ksu.edu/mphealth) or the Graduate School website: [http://www.k-state.edu/grad/gshome/newsevents.htm](http://www.k-state.edu/grad/gshome/newsevents.htm).

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