Master of Public Health - Program Assistant Position

Title and Classification: Program Assistant; One-year, term appointment for part-time (30 hours per week); Salary is commensurate with experience and benefits are included.

Location of Employment: Kansas State University, Department of Human Nutrition, Justin Hall 212

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: BS degree in nutrition, food safety and security, public health exercise, or a related public health discipline, including coursework in biostatistics, epidemiology, and survey methods. Word processing, spreadsheet, database, and webpage design experience is necessary.

Preferred Qualifications: Knowledge of public health or prior experience in a public health agency is 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, phone number, and email address of three references. Send application materials to: Dr. Carol Ann Holcomb, Director of MPH Program, Department of Human Nutrition, 210 Justin Hall, Kansas State University, Manhattan, KS 66506-1407. Screening of applicants will begin August 28, 2006, and continue until position is filled. For more information on the Master of Public Health Program see www.ksu.edu/mphealth

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