

unset Ln
Paxton MA

	Anna Maria College Mental Health Training Institute
A	unset Ln Paxton MA
A	John Pratico
	pratico.anna@maria.edu
	Administrative Assistant Director and Social Media
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	<p>The Assistant will perform tasks that support the daily operations and overall success of the Mental Health Training Institute. The student worker will partner with the Director of the MH I in their role earning a salary aspects related to the day to day activities of the office.</p> <p>The student worker will be responsible for representing the department at campus virtual events and on site Director of MH I and/or department staff. Additionally, the student worker will coordinate positions and subsequently post social media content on a MH I social media and assist the student worker in a save the opportunity to draft printed materials after a successful distribution throughout the campus. The student worker will assist faculty and subject matter experts in design continuing education trainings and workshops throughout the MH I's Learning Management System. Furthermore, the student worker will have the chance to observe and participate in staff meetings, workshops trainings and engage with community partners.</p>
	Draft social media posts, design printed materials after a successful distribution. Course design Assistant event management. Attend staff meetings.
	Professional written and oral communication skills. Preference for social media and printed materials design background. Proven record or willingness to earn events administrative.

A	resume cover letter and samples of past data descriptions. Interview with the MH ID rector

Dates of Employment completed

X Full Academic Year

Fall semester Only

Spring semester Only

Summer semester Only

Summer start date

Summer end date