



**New to Public Health Residency Program
GRADUATE STUDENT HOURLY POSITION**

Department overview:

The New to Public Health Residency Program is housed in the UW-Madison School of Nursing. The School of Nursing offers undergraduate and graduate degree programs in nursing, research programs, and outreach/professional development programs, and is located in Signe Skott Cooper Hall. The N2PH Residency Program is a new program for public health professionals offered through an online course supported by the Interprofessional Continuing Education Partnership (ICEP), synchronous webinars, and a website.

Anticipated start date: April 2022

Anticipated end date: August 31, 2022

Remote eligibility: Flexible work schedule with remote or office work possible.

Anticipated Hours: 10-20 hours/week

Schedule: Flexible hours

Salary: \$20/hour

Number of positions: 1-2

Qualifications: Looking for a reliable, self-motivated, organized, and responsible employee to carry out detailed review tasks as well as creative and professional social media messaging work in support of marketing and outreach efforts.

Knowledge and skills:

- Working knowledge of Microsoft Office Suite
- Familiarity with social media platforms including twitter, Facebook, and LinkedIn
- Skills in APA reference citation formatting
- High level writing and communication skills

Position summary/Primary job duties:

- Assist with marketing and resident recruitment efforts for N2PH Residency Program to include creating social media messages (Twitter, Facebook, LinkedIn)
- Support outreach, marketing, and dissemination efforts with governmental public health departments and other public health organizations
- Assist in the development and editing of the N2PH Residency Program online course including creating course page summaries, reviewing/correcting grammatical and punctuation, and assuring accurate citations and references for course content and supplemental materials.
Provide administrative support as directed by program managers
- Other related duties as directed by program managers

Application procedure: Submit a letter of interest and a resume by the application deadline to:

Hannah Hayes, MPH, RN

N2PH Program Manager

hhayes@wisc.edu

Applications close: April 14, 2022