



The RTT Collaborative

in rural health professions education

Growing our own...together

Communications Assistant (Part-time)

The RTT Collaborative, Irvine Hall 126, Athens, Ohio

About the RTT Collaborative:

We are a non-profit organization whose mission is to sustain health professions education in rural places through mutual encouragement, peer learning, practice improvement and the delivery of technical expertise, all in support of a quality rural workforce. The RTT Collaborative is a board-directed cooperative of participating individuals committed to this mission. As a coalition of rural medical educators, medical schools with rural tracks, rural residency programs of all types, and rural researchers and policymakers, The RTT Collaborative is a nexus for those interested in building and sustaining health professions education in rural places.

Job Description:

The Office of Rural and Underserved Programs is looking for a student to assist a national non-profit organization housed at Ohio University with a robust communications strategy. Operational support includes designing/writing newsletters, special communications, and annual reports and assisting with other communication strategies including website updates and social media.

Position Requirements:

- Excellent writing skills
- Demonstrate excellent communication skills and industry knowledge
- Able to work with little supervision
- Must be detail-oriented and able to complete assignments in a timely manner
- Knowledge of website design/maintenance
- Familiarity with marketing techniques
- Proficient in Adobe InDesign

Preferred Qualifications:

Ideal candidate will have creativity and an eye for detail, taking ownership and pride in his/her work.

Pay:

Hourly - \$10 - 15/hour

Employment Type:

Part-time - 10 hours/week

Job Category:

Student hourly

Contact Person:

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