Position Title: Personal Administrative Assistant for SAIS Senior Fellow Susan Ness

Salary Range: $10/hour
Work hours per Week: 6-10 hours/week
Position Type: Part-time Student

Open Date: Flexible
Close Date: Flexible

Description:
Position as an Administrative Assistant for Susan Ness. She is the Vice Chair of the Fulbright Scholarship Board; Senior Fellow and Chair of the SAIS Global Conference on Women in the Boardroom; part of the SAIS Center for Transatlantic Relations; a Board member with the Vital Voices Global Partnership; a member of the National Finance Committee DNC; Co-Chair of Obama Victory Fund (Mid-Atlantic) and Convention Delegate; Board member, Gannett Co., Inc.; and a Consultant of communications policy.

Responsibilities will include administrative tasks such as entering business cards, organizing databases for political campaign solicitations (Democrat) and non-profit solicitations (Vital Voices); helping to arrange and prepare for travel (SAIS, Fulbright Scholarship Board).

More substantive projects will be assigned by Susan Ness dependent upon skills, which could entail drafts of remarks (Fulbright or SAIS), letters, and website updates.

Educational Requirements:
College Student.

Minimum Requirements:
Successful candidates must have good computer skills and knowledge of Word, Excel, Outlook.

Additional Information:
This position works out of Susan Ness' home office in Bethesda, off of Bradley Blvd, approximately 10 to 12 minutes from the AU Campus by car.

Confidentiality is essential.

All interested applicants should email a cover letter and resume to Susan Ness at ness@susanness.com.