The European Institute seeks office assistants!

**Job description:** Provide general office support; assist with communications, drafting weekly events newsletter and updating social media; assist with events, including flyer preparation, set-up, photography and occasional videotaping; additional duties as necessary.

**Requirements:** Applicants must be Columbia students who are highly organized, responsible, communicative, and able to complete a range of tasks. Genuine competency in Photoshop and/or Illustrator is a big plus, as are video editing abilities (iMovie) and research skills. Past event experience also a plus.

**Time commitment:** 6-10 hours per week, with evening availability requested for event assistance approximately 2–4 times per month.

**Pay rate:** $12.00/hour, with room for growth

**Location:** Room 1205, International Affairs Building

**Application instructions:** Submit résumé and cover letter to Tess Drahman at tess.drahman@columbia.edu. In the cover letter, please detail your past office experience and provide your expected availability for the fall 2015 semester.

*Applications accepted from both work study and non-work study students.*

*Both Barnard and Columbia students welcome to apply!*

The European Institute, Columbia’s interdisciplinary center for teaching and research on Europe, takes a post-1989, continent-wide perspective on the region and its relations with the world. For more information, visit europe.columbia.edu.