

**Department:**

Marketing Department, NBCB

**Job Title:**

Graduate Assistant

**Job Description:**

The Marketing department at the Norm Brodsky College of Business seeks a Graduate Assistant to support the department with student events and faculty research.

**Responsibilities:**

- Meet with the chair on a weekly basis
- Help organize student events
- Support faculty research
- Coordinate with the department's administrative assistant to support departmental events.

**Qualifications:**

- Strong writing and copy editing skills.
- Demonstrate attention to detail and accuracy.
- Independent thinking and ability to multitask.

**Required Materials:**

Resume and cover letter

**Contact:**

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