Stanford University is currently recruiting Stanford Masters’/PhD students for a temp position with the Biosciences department.

The Biosciences Program Assistant will provide program support to the Senior Associate Dean of Graduate Education and Postdoctoral Affairs. This position is a four-month, fixed-term position. The Program Assistant will work on a variety of initiatives related to graduate education. Projects include development of material to guide Graduate Advising, Second Mentor Program, Integrated PhD Lifespan Project, and Student Goal-Setting. The Program Assistant will develop materials for these key initiatives and will develop means to communicate this information to students, faculty, and administration through the website and other forms of communication. The Program Assistant will spend a significant amount of time researching, synthesizing and writing clear, crisp text for key initiatives and innovating other communication mechanisms.

QUALIFICATIONS:

The qualified candidate will have a science background, preferably with a PhD in the biosciences field. A recent graduate is preferred. Desired skills and abilities include the following:

- Excellent written and verbal communication skills
- Must be able to work independently and within a team
- Proven ability to work well with students and faculty
- Proven ability to work under tight deadlines with general guidance
- Must be organized and highly detail-oriented
- Web design experience or management is a plus
- Science writing experience is a plus

Interested applicants should send a cover letter and resume to Sumitra Krishnan, sumitrak@stanford.edu