Job description for Work Study student for the Infant and Early Childhood Mental Health (IECMH) Certificate Program

Work study student will assist directors in outreach and marketing the IECMH program. Duties will include:

Roles & Responsibilities:
1. Contacting Infant Mental Health organizations around the country about the program.
2. Working with program director to create mailing list of potential referral sources.
3. Using existing mailing lists to send recruitment materials for the program.
4. Working with Mar-Com to share recruiting materials.
5. Creating data base of accepted students for the 2021 cohort.
6. Contacting professional organizations in Illinois and other states with recruiting materials.
7. Other duties as needed.

Qualifications:
• Proficiency in use of Microsoft Office Suite and Excel, including OneDrive cloud storage
• Ability to meet assigned deadlines
• Accuracy and attention to detail
• Ability to work independently
• 4 year undergraduate degree minimum
• Must be a matriculated student or current active student in good standing

To Apply:
Please email a cover letter and resume to:
Sarah Martinez
Erikson Institute
451 North LaSalle Street
Chicago, IL 60654
Email: smartinez@erikson.edu