



## **JOB ANNOUNCEMENT: ADMINISTRATIVE ASSISTANT (part-time)**

**Position Title:** Administrative Assistant (part-time)  
**Position Number:** 0410-003-AA  
**Announcement Date:** July 29, 2010  
**Position Start Date:** Immediate  
**Job Location:** Atlanta, Georgia (Midtown)

### **ABOUT KDH RESEARCH & COMMUNICATION**

KDH Research & Communication (KDHR) is a non-partisan, public health, and public policy research institution that develops and evaluates programs to improve the health and well-being of the nation's youth, families, and communities. Our development activities include the construction of interactive curricula, multimedia toolkits to build knowledge and skills, and new media to effectively communicate information. Our evaluation activities focus on the production and dissemination of objective and timely scientific information that addresses public health and social service problems. KDHR takes scholarship seriously and presents the results of our research in journal articles and research briefs and at top national conferences.

KDHR has a broad portfolio of grants and contracts from the National Institute on Drug Abuse, the National Institute of Mental Health, the National Cancer Institute, and other agencies and organizations. We use this funding to work in our four program areas, including drug abuse education and prevention, health and science literacy, vulnerable populations, and organizational studies. KDHR offers competitive salary and excellent benefits. Our office is located on Peachtree Street in Midtown Atlanta.

### **ADMINISTRATIVE ASSISTANT RESPONSIBILITIES**

This is a part-time (20 – 25 hours per week), non-exempt (hourly) position. We require a qualified job candidate who is available 5 days per week for 4 to 5 hours per day on a consistent schedule, such as 10am to 2pm, Monday through Friday.

Under supervision by KDHR senior staff, the administrative assistant will support the administrative functions of the KDHR office. More specifically, the person in this position will:

- Answer the KDHR main telephone line in a professional manner, route callings, and take messages.
- Type, format, print, copy, and collate documents.
- Handle all incoming and outgoing mail, invoice tracking, filing, and supply ordering.
- Make travel arrangements, keep schedules, and make appointments.
- Support in-office meetings by inviting and confirming participants, making and mailing information packets to meeting participants, and securing catering.
- Conduct data entry and other administrative duties as assigned.

**QUALIFICATIONS**

Qualifications for this position include: 1) a Bachelors degree or equivalent experience; 2) strong interpersonal skills and a professional demeanor; 3) working knowledge of Microsoft Office software (Word, Excel, Outlook).

**TO APPLY**

To apply for this position, send your resume and a cover letter that clearly discusses your experience and its applicability to the position to [careers@kdhrc.com](mailto:careers@kdhrc.com). Your email must include the position title and position number in the email subject line. In the body of the email, please clearly state the schedule you are available and why you are interested in a part-time position. The application deadline for this position is August 15, 2010. KDHRC will consider all qualified applicants for employment without regard to race, color, religion, sex, or national origin. No telephone calls, please.