

WSU’s Center for Organizational Development and Collaboration within the Community Engagement Institute uses a variety of tools and resources to promote best practices in organizations and communities interested in improving people’s lives, as well as fostering connections with community partners looking to create positive change.

We are looking for **4 part-time Associates** to provide support to an effort that involves designing and conducting stakeholder engagement activities, environmental scans and data support, and Geographic Information Systems (GIS) mapping. We are interested in Associates who can communicate well verbally and in writing, who can think critically, work well as part of a team as well as independently, who care about community organizations and engaging with them and are interested in making a difference in state systems that serve the vulnerable.

**Hours: Approximately 20hr/week. Rate: $12/hr**

Preferred Experience:

* Experience creating written communication(s)
* Knowledge of KanCare/Medicaid (though not a must)
* Demonstrated Capacity for Cultural Competency

Description of Abilities:

* Strong written and verbal communication skills
* Able to read and write English proficiently
* Experienced PC skills including but not limited to:
  + Type proficiently at a minimum of 30 wpm
  + MS Office
* Adaptable and flexible, able to grasp new concepts and adjust in a production-oriented environment quickly
* Demonstrated organization, prioritization, and time management skills
* Ensure all work is completed accurately in compliance with community partner expectations
* Research & data analysis experience

NOTICE

An employee in this position may encounter not public data as defined by state and federal law in the course of their work. Any access to not public data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee shall take reasonable measures to ensure the not public data is not accessed by unauthorized individuals. Once the work purpose to access the data is reasonably finished, the employee must properly store and secure the not public data in accordance with established University, internal policies, as well as state and federal law. All employees are expected to become familiar with and comply with the requirements of the University’s Data Practices and Data Security Policies.