

# NATIONAL ASSOCIATION *of* SCHOLARS

The National Association of Scholars (NAS), a non-profit that seeks to reform higher education is seeking a new communications associate. NAS works to improve American higher education by supporting rigorous intellectual standards, academic freedom, and institutional transparency in colleges and universities. To learn more about NAS, visit [www.nas.org](http://www.nas.org).

## Key areas of responsibilities:

- Writing brief articles on issues in higher education
- Assisting with research reports
- Drafting email newsletter updates
- Drafting correspondence
- Copy editing and proofing
- Managing content on [nas.org](http://nas.org), [mindingthecampus.org](http://mindingthecampus.org), and [civicsalliance.org](http://civicsalliance.org)
- Aiding with direct mail

## Qualifications

- Desire to further NAS's mission to improve higher education
- Well-organized
- Meticulous
- Process-Oriented
- Capable researcher
- Creative and diligent
- Professional in correspondence
- Ability to communicate in succinct and attractive copy
- Proficiency in Microsoft Word and Excel or Google Suite equivalent
- Basic Photoshop and InDesign skills, other Adobe Creative skills are a plus
- Basic or limited knowledge of HTML with a desire to learn more.

## Additional Details

- This is an entry level position—recent college graduates preferred.
- Communications experience is not necessary. Qualifications listed above should be acquired through extracurriculars, internships, or during college.
- This is a full-time position and qualifies for benefits.
- Starting salary is \$50,000 with promotions available upon review.
- This position can be accomplished remotely, although it is preferred that the prospective hire live near or within New York City.

For consideration, please send a brief letter of interest, resume, and a writing sample to Chance Layton at [layton@nas.org](mailto:layton@nas.org).