**Work Study Student Opportunity: Communications & Events Assistant at MSU Institute on Ecosystems (IoE):**

This is a great opportunity to gain experience in science communication, event planning, and interdisciplinary environmental research outreach—while contributing to a collaborative, impact-driven institute at MSU.

The Montana State University Institute on Ecosystems (IoE) is seeking a motivated and detail-oriented student worker to support communications and event coordination for the Fall 2025 semester, with the opportunity to extend into Spring 2026.

**About the IoE:**   
The IoE connects people addressing Montana’s most pressing environmental challenges through interdisciplinary collaboration across science, education, and community perspectives. Learn more: <https://www.montana.edu/ioe>

**Position Details:**

**Hours:** ~5 hours/week   
**This job is for work study students only!**To see if you qualify for work study, visit the Office of Financial Aid or inquire at the email below, madison.hebner@montana.edu.

**Responsibilities:**

* Assist with science communication efforts for the IoE, especially the Rough Cut Seminar series (event promotion, logistics, speaker coordination)
* Support development and science writing for the IoE newsletter
* Help plan and execute community-facing events, including:
* Organizing logistics
* Creating flyers and promotional materials
* Supporting event outreach and advertising

**Ideal Qualifications:**

* Interest in environmental science, science communication, community engagement, or interdisciplinary research
* Strong writing and organizational skills
* Experience with MS Office Suite and willingness to learn tools
* Ability to work independently and meet deadlines
* Prior experience in event planning or communications is a plus, but not required

**How to Apply:**

Please send the following to Madison Hebner (madison.hebner@montana.edu):

* A brief statement describing your interest in the position and IoE and how this position fits with your personal/career goals (1 paragraph)
* Your resume

**Deadline to apply:** September 24, 2025