

CI+I Marketing Graduate Assistant

The CI+I Marketing Graduate Assistant will be part of a team of students and staff that will assist with the overall marketing plan of the Center for Identity + Inclusion and the offices therein; Office of Multicultural Student Affairs, Student Support Services, and LGBTQ Student Life.

Duties include:

- **Designing:**
 - **A high level of proficiency with graphic design and Adobe Creative Suite, including InDesign, Photoshop, and/or Illustrator.**
 - Meet with full-time staff and graduate assistants to brainstorm concepts, then take the lead on graphic design and development of marketing pieces for office programming in the form of quarterly calendars, individual program flyers, etc.
 - Research and design promotional items to raise the visibility of our office and promote engagement.
 - Other duties as assigned.
- **Content Development:**
 - **Demonstrated experience with writing print and web content, ideally related to issues of diversity, identity, and social justice, and must be proficient with website management, social media platforms, email marketing systems, and/or ticketing systems.**
 - Create content and update newsletters, websites, social media, etc. per direction of full-time staff.
 - Use email marketing systems to advertise programming; maintain RSVP lists; use online ticketing systems for attendees of programming; review analytics to determine effectiveness
 - Other duties as assigned.

Qualifications: Applicants for the CI+I Marketing Graduate Assistant position must be currently enrolled graduate/professional students at the University of Chicago in good standing at the time of application and throughout employment. Additional requirements include:

- High level of cultural competency and experience/interest in working with students of color, LGBTQ students, and first generation, low income and undocumented communities
- Excellent written and oral communication skills
- High level of initiative and motivation
- Ability to work independently
- Excellent decision-making skills
- Experience in working with the following programs preferred: Microsoft Office Suite, Adobe Creative Suite, etc.
- Students eligible for work-study preferred, but not required.

Position Requirements: This position works 10 hours/week while classes are in session. Work schedules are created based solely on class schedules and other academic obligations.

Compensation: \$16.00 per hour

Application Instructions:

- Please visit <https://inclusion.uchicago.edu/student-employment> to submit a cover letter and resume.
- Questions? Contact inclusion@uchicago.edu
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NOTE: The above statements are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Center for Identity + Inclusion staff reserve the right to amend and change responsibilities to meet business and organizational needs.