**Cl+I Programming Intern**

The Center for Identity + Inclusion, home to the Office of Multicultural Student Affairs (OMSA), LGBTQ Student Life, and Student Support Services, employs Programming Interns to assist with a wide variety of projects/initiatives and support daily operations.

Under the general supervision of the Assistant Director for Operations, the Programming Interns manage the front desk during business hours and help develop and implement programs/resources for all three offices. Key responsibilities include welcoming and assisting students and visitors, answering incoming calls and responding to inquiries, supporting meetings/events held in the building’s reservable spaces, and checking out and setting up audio-visual equipment. Additional responsibilities include:

- Research programming ideas and topics
- Reach out to student organizations to explore opportunities for collaboration
- Assist with planning, logistics, and marketing for office-specific and center-wide programs
- Check in with full-time staff, student staff, and event contacts to prior to the start of meetings/events;
- assist with set-up and clean-up as needed
- Monitor general cleanliness of the building, in accordance with COVID-19 protocols
- Attend all staff meetings and participate in required trainings
- Create documents, surveys, etc.

**Qualifications:** Applicants must be currently enrolled undergraduate 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 working with communities of color, LGBTQ communities, and/or FLI communities
- Experience working with a variety of constituents, including undergraduate students, graduate/professional students, faculty, staff, and community members
- Excellent written and verbal communication skills
- High level of initiative and motivation
- Ability to work independently
- Excellent decision-making skills
- Familiarity with A/V equipment
- Ability to perform light lifting as needed
- Work-study preferred, but not required

**Position Requirements:** Programming Interns work 10 hours/week while classes are in session. This position requires staggered shifts Monday-Friday 9:00am-5:00pm, and there are occasionally additional opportunities related to special events. Hours are subject to change. Work schedules are created based solely on class schedules and other academic obligations.

**Compensation:** $15.40 per hour

**Application Instructions:**

- Please visit inclusion.uchicago.edu/student-employment to submit a cover letter and resume.
- Questions? Contact inclusion@uchicago.edu.
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.