

Programming Intern

The Programming Intern will assist with various projects and initiatives to support the general, remote operations of the Center for Identity + Inclusion and the offices therein; Office of Multicultural Student Affairs, Student Support Services, and LGBTQ Student Life. This position will support the overall management of programming in the Center and engage with students, student organizations and staff in relation to the mission of the office, in addition to other duties as needed.

Duties include:

- Assist with planning, logistics and marketing for virtual meetings, workshops, trainings and other programs related to enhancing the experience of students served by CI+I
- Track participation and student feedback
- Update and create communications, marketing and publicity (including social media) to promote programs and resources
- Assist with responding and outreach to students and student organizations
- Research programming ideas and topics
- Basic typing and creation of a variety of basic documents using Word, Excel and Power Point
- Other duties as assigned

Qualifications: Applicants for the Programming Intern position must be currently enrolled college 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: The Programming Intern will begin in late September 2020 and work approximately 10 hours/week throughout academic year. Work schedules are created based solely on class schedules and other academic obligations.

Compensation: \$14.00 per hour

Application Instructions:

- Please visit <http://inclusion.uchicago.edu/about/student-employment/> to submit a cover letter and resume.
- Questions? Contact Kimberly Balkcom at kimberly1@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.

