

## SSS Graduate Assistant

Student Support Services is hiring a Graduate Assistant to assist with various projects and initiatives that align with the mission/vision and strategic priorities of our office and the Center for Identity + Inclusion (CI+I). Sample responsibilities appear below:

- Help conceptualize and implement collaborative programs that explore topics of interest to 1<sup>st</sup> generation, low income, and immigrant (FLI) students and allies in consultation with full-time staff members and Student Advisory Council members
- Coordinate a specific program (i.e. a speaker series, workshops, affinity networks, etc.)
- Manage logistics for several programs with support from full-time staff and student staff members
- Assist with planning and facilitating workshops for campus community members
- Reach out to students and student organizations, making connections to full-time staff and campus partners, as appropriate
- Promote SSS programs and resources and build/strengthen strategic partnerships with campus and community partners
- Create and update marketing materials for broad distribution
- Gather student feedback and support assessment efforts
- Conduct benchmarking research across higher education and other networks

**Qualifications:** Applicants 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 competency and demonstrated experience working with FLI communities
- Deep desire to support student success and familiarity with or interest in student affairs/higher education
- Excellent written and oral communication skills
- High level of initiative and motivation
- Ability to work independently
- Excellent decision-making skills
- Marketing experience preferred, but not required
- Students eligible for work-study preferred, but not required

**Position Requirements:** The Graduate Assistant will work 10-15 hours/week throughout the academic year. Work schedules are created based solely on class schedules and other academic obligations.

**Compensation:** \$15.00 per hour

### Application Instructions:

- Please visit <http://inclusion.uchicago.edu/about/student-employment/> to submit a cover letter and resume.
- Questions? Contact Ireri Rivas at [mirivas@uchicago.edu](mailto:mirivas@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.