

Student Support Services | Graduate Assistant

Student Support Services (SSS) uses a holistic approach to create an environment where first-generation, low-income, and/or undocumented students can thrive and succeed on campus, with a focus on graduate/professional students. We provide services that strengthen self-efficacy, resilience, and a sense of belonging. SSS is hiring a Graduate Assistant to assist with special projects and initiatives that align with the mission/vision and strategic priorities of SSS and the Center for Identity + Inclusion (CI+I). This position has two main areas of responsibility, will be working in collaboration with another GA, reports directly to the SSS Direction, and has a lot of room for innovation

Main Responsibilities:

- Outreach and Communications
 - Coordinate, author, and support the First-generation, Low-income, and/or Immigrant (FLI) network outreach and engagement of the office.
 - Maintain and update FLI Network website to maintain updated information and encourage network engagement.
 - Implement strategies that promote FLI pride campus-wide with direction from Director, Student Advisory Council, peers, and own interests.
 - Employ social, digital, print, and other media for outreach purposes.
- Inclusive Classrooms
 - Actively support the dissemination of FLI inclusive classrooms trainings, workshops, and learning materials.
 - Coordinate update, enhancement, and implementation of campus-wide tools and their use.

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 cultural competency and demonstrated experience working with first generation, low income, and/or undocumented communities.
- Excellent written and oral communication skills.
- Marketing experience preferred, including website editing platforms, graphic design, and social media.
- High level of initiative and motivation.
- Ability to work independently.
- Excellent decision-making skills.
- Desire to support student success and familiarity with or interest in student affairs/higher education.
- Students eligible for work-study preferred, but not required.

Position Requirements:

The Graduate Assistant will work 10-20 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 <https://inclusion.uchicago.edu/student-employment> to submit a cover letter and resume.
- Questions? Contact Ireri Rivas at 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.