Student Support Services Graduate Assistant

The Student Support Services Graduate Assistant will assist with various projects and initiatives to support first generation, lower-income, and undocumented students, including conceptualizing, planning, and coordinating programs; conducting benchmark and exploratory research on best practices and curriculum, and supporting and engaging with students, student organizations and staff related to the mission of the office, in addition to other duties as needed.

Duties include:

- Conceptualize and implement collaborative programs that explore topics of interest to and celebrate our first generation, lower income and undocumented students while addressing relevant issues faced by these communities.
- Assist in the coordination and logistics of signature programs such as speaker series, workshops, etc.
- 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.
- Conduct benchmark research across higher education and other networks on best practices, resources, and opportunities to support first generation, lower-income, and undocumented students.

Qualifications: Applicants for the Student Support Services 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 first generation, lower-income, and undocumented communities
- Excellent written and oral communication skills
- High level of initiative and motivation
- Ability to work independently
- Excellent time management skills
- Excellent decision-making skills

Position Requirements: The Graduate Assistant works approximately 15 hours/week throughout the academic year. Work schedules are created based solely on class schedules and other academic obligations.

Compensation: $16.00 per hour. Work study is accepted but is not required.

Application Instructions:

- Please visit https://inclusion.uchicago.edu/student-employment to submit a cover letter and resume.
- Questions? Contact Cindy Agustin at cagustin@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.