

CI+I Marketing Team Lead

The Center for Identity + Inclusion is home to the Office of Multicultural Student Affairs (OMSA), LGBTQ Student Life, and Student Support Services. Our Marketing Team works with full-time staff and student staff to implement a comprehensive marketing plan for a variety of programs and resources.

We are currently hiring undergraduate Marketing Interns in several areas (see below). The graduate/professional Marketing Team Lead will help provide leadership for and coordinate efforts across the team. Please specify your area(s) of interest and share relevant experience in your cover letter.

Option 1: Website/Social Media/Email Newsletters

This focus area requires demonstrated experience with website management, social media platforms, and email marketing systems.

- Build weekly newsletters in email marketing system. Manage subscriber lists. Review analytics to determine effectiveness of various communications.
- Maintain websites and social media accounts, ensuring that content is up-to-date and reflects current priorities.

Option 2: Photo/Video

This focus area requires experience with photography, video recording and editing, and/or digital asset management.

- Take high-quality photos at events and as part of photo campaigns to post on our website/social media. Request permission from people who appear in photos. Organize digital assets.
- Film and edit short documentary, educational, and promotional videos to share stories, raise awareness about resources, and drum up excitement for programs.

Option 3: Graphic Design

This focus area requires a high level of proficiency with graphic design and Adobe Creative Suite, including InDesign, Photoshop, and/or Illustrator.

- Meet with full-time staff and student staff to brainstorm concepts, then take the lead on graphic design and development of marketing pieces for office programming in the form of quarterly calendars, individual program flyers, etc.
- Research and design promotional items to raise the visibility of our office and promote engagement.

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 experience working with communities of color, LGBTQ communities, and/or FLI communities
- Demonstrated experience with managing teams
- Excellent written and verbal communication skills
- High level of initiative and motivation
- Ability to work independently
- Excellent decision-making skills
- Work-study preferred, but not required

Position Requirements: The Marketing Team Lead will work approximately 10 hours/week throughout the academic year. This position may require attendance at evening/weekend events. Work schedules are created based solely on class schedules and other academic obligations.

Compensation: \$16.00 per hour

Application Instructions:

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