Marketing & Communications Intern

The Center for Identity + Inclusion, home to the Office of Multicultural Student Affairs (OMSA), LGBTQ Student Life, and Student Support Services, is seeking student employees to help us advance a comprehensive marketing and communications plan.

We are looking for students who are passionate about marketing and communications and bring demonstrated experience with writing and editing copy about issues related to diversity and inclusion. Sample responsibilities include:

- **Email Marketing**: Build weekly newsletters and special announcements using email marketing system. Maintain subscriber lists. Review analytics to track effectiveness.
- **Website Updates**: Update departmental websites using content management system. Post information about programs and resources. Create web forms for applications and RSVPs.
- **Online Content Development**: Create engaging written content for websites and social media platforms by interviewing key stakeholders. Identify opportunities for collaboration with other areas.
- **Print Pieces and Giveaway Items**: Meet with full-time staff to brainstorm concepts, then take the lead on the design and distribution of brochures and other print pieces. Order promotional items.
- **Photography**: Take high-quality photos at departmental events and student organization events. Request permission from people who appear in photos. Organize and manage digital assets.

**Qualifications**: Applicants for this position must be currently enrolled 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/or FLI communities.
- Excellent written and oral communication skills
- High level of initiative and motivation
- Ability to work independently
- Excellent decision-making skills
- Attention to detail and ability to follow a range of editorial and visual identity guidelines.
- Experience working with these programs preferred: Microsoft Office Suite, Adobe Creative Suite, etc.

**Position Requirements**: The interns will work approximately 12-15 hours/week throughout the Fall, Winter and Spring quarters. Work schedules are created based solely on class schedules and other academic obligations.

**Compensation**: $16.00 per hour

**Application Instructions**:
- Please visit [http://inclusion.uchicago.edu/student-employment](http://inclusion.uchicago.edu/student-employment) to submit a cover letter and resume.
- Questions? Contact inclusion@uchicago.edu.