

Student Support Services Graduate Assistant

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

- Help conceptualize and implement collaborative programs of interest to first-generation, lower-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 Student Support Services 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 cultural competency and demonstrated experience working with FLI communities
- Deep desire to support student success and familiarity with or interest in student affairs
- 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 Graduate Assistant will work approximately 12 hours/week throughout the academic year. 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 studentsupport@uchicago.edu.

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 organizational needs.