

Office of the Provost – 2018-2019 Student Intern

The Office of Academic Leadership, Advancement and Diversity within the Office of the Provost creates intentionally diverse and inclusive communities at the University of Chicago, targeting interventions for faculty, students, and staff of all backgrounds to ensure personal, academic, and professional growth.

To support this work, we are seeking 3 to 5 undergraduate student interns to assist us during the coming academic year. Student interns will work closely with full-time staff members to implement the work of the office. Specific projects may include:

- Coordinating logistics, planning and execution for events related to the Diversity and Inclusion Initiative and the Faculty Development Program, including contacting speakers, making space reservations, marketing, catering, set up, and sign-in
- Conducting online and in-person research on best practices in diversity and inclusion, faculty development, and other relevant academic initiatives
- Assisting in design, formatting, production, and distribution of marketing materials to promote programs and events sponsored by our office
- Preparing slides, tables, and other summary materials for presentation to senior leaders

Student interns will begin in October 2018 and will serve approximately 10 hours a week, including quarterly one-on-one meetings, biweekly staff meetings, research, event planning and logistics, and general administrative support tasks.

Qualifications:

Students who are interested in applying must:

- Be a current undergraduate at the University of Chicago in good academic standing
- Be available for the full 2018-2019 academic year and be enrolled in classes full-time
- Have an interest in diversity and higher education
- Have excellent oral and written communication skills
- Have a high level of personal initiative and the ability to work independently
- Exhibit attention to detail and the ability to follow established programming guidelines
- Have a general knowledge of campus programs and resources
- Be available to work 10 hours each week each quarter
- Students eligible for work-study preferred, but not required

Compensation: \$12/hour

Application Instructions:

To apply for this position, please submit a cover letter and resume/CV to Tiana Pyer-Pereira at tianap@uchicago.edu. Applications are due by Friday, October 5, at 6pm.