

CI+I Programming Interns

The Center for Identity + Inclusion (CI+I), home to the Office of Multicultural Student Affairs (OMSA), LGBTQ Student Life, and Student Support Services, employs student Programming Interns to assist with the overall management of the space and to support all three offices with various projects and initiatives.

Under the general supervision of the Assistant Director of Operations, Programming Interns are responsible for assisting with all aspects of building operations between 9:00am-5:00pm. This includes opening the building, managing events in the building's programmable spaces, checking out and setting up audio-visual equipment, providing reception and monitoring patron usage of the building, restocking supplies, and enforcing building protocol and policies, which ensure safe and appropriate use of the building. Additional responsibilities may include:

- Manage logistics for programs with support from full-time staff and other student staff members
- Refer students and student organizations to full-time staff and campus partners, as appropriate, based on their needs
- Promote OMSA/LGBTQ/SSS programs and resources and explore opportunities to raise the visibility of the Center
- Help conceptualize and implement collaborative programs that speak to the mission of each office
- Help plan bookend programs (i.e. Orientation and Graduation)

Qualifications: Applicants must be currently enrolled undergraduate 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 underrepresented and underserved populations
- Interest in advancing the goals outlined in our Vision and Mission Statements
- General knowledge of campus programs and resources
- Excellent written and oral communication skills
- High level of initiative and motivation
- Excellent decision-making skills
- Students eligible for work-study preferred, but not required

Position Requirements: Programming Interns will work approximately 10-12 hours per week throughout the academic year. All student staff members are expected to attend trainings and team meetings. Work schedules are created based solely on class schedules and other academic obligations.

Compensation: \$13.00 per hour

Application Instructions:

- Please visit <https://inclusion.uchicago.edu/student-employment> to submit a cover letter and resume.
- Questions? Contact Kimberly Balkcom at kimberly1@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.