



## Programming Interns

The Center for Identity + Inclusion is home to the Office of Multicultural Student Affairs (OMSA), LGBTQ Student Life, and Student Support Services. We are currently seeking undergraduate Programming Interns to help plan and implement programs and initiatives for all three offices in line with our respective missions. These positions work closely with full-time staff members and Graduate Assistants to develop a robust programming calendar each quarter and explore opportunities for collaboration with student organizations and campus/community partners. Sample responsibilities appear below:

- Staff events and help coordinate logistics, including discussion topics, panelists, space reservations, marketing, catering, set-up, sign-ins and evaluations.
- Conceptualize and develop programs that speak to the mission of each office, in consultation with Graduate Assistants and Student Advisory Council members.
- Meet with student organization leaders to discuss opportunities for collaboration.
- Explore opportunities to raise the visibility of our offices and promote engagement. Help plan bookend programs (i.e. Orientation and Graduation).

**Qualifications:** Applicants for the Programming Intern position 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:

- Commitment to diversity and social justice. Interest in utilizing programming to advance the goals outlined in our Vision and Mission Statements.
- Attention to detail and ability to follow established programming guidelines.
- General knowledge of campus programs and resources.
- High level of initiative and motivation.
- Students eligible for work-study preferred, but not required.

### Position Requirements:

Programming Interns will begin in mid-September 2017 and work with us throughout the academic year. These positions require attendance at evening/weekend events. 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:** \$12.00 per hour

### Application Instructions:

- Please visit <https://inclusion.uchicago.edu/student-employment> to submit a cover letter and resume.
- Questions? Contact Brett Stachler at [bstachler@uchicago.edu](mailto:bstachler@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.