



Student Support Services Graduate Assistant

The Student Support Services Graduate Assistant will assist with various projects and initiatives to support first generation, low income and undocumented students, including conceptualizing, planning and coordinating programs; conducting benchmark and exploratory research on best practices and curriculum, and supporting and engaging with students, student organizations and staff related to the mission of the office, in addition to other duties as needed.

Programming & Communications

Assist with planning, logistics and marketing for meetings, workshops, trainings and other programs related to enhancing the experience of first generation, low income and undocumented students. Coordinate administrative processes, such as meeting schedules and agendas, corresponding with members, tracking participation and student feedback, securing catering and liaising with guest speakers. Update and create communications, marketing and publicity (including social media) to promote programs and resources. Assist with responding and outreach to students and student organizations.

Research & Curriculum

Conduct benchmark research across higher education and other networks on best practices, resources and opportunities to support first generation, low income and undocumented students. Assist with developing goals and learning outcomes for programs, specifically trainings and workshops.

Qualifications: Applicants for the Student Support Services Graduate Assistant position 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 experience/interest in working with first generation, low income and undocumented communities
- Excellent written and oral communication skills
- High level of initiative and motivation
- Ability to work independently
- Excellent decision-making skills
- Experience in working with the following programs preferred: Microsoft Office Suite, Adobe Creative Suite, etc.
- Students eligible for work-study preferred, but not required.

Position Requirements: The Graduate Assistant will begin in mid-September 2017 and work approximately 15 hours/week throughout the academic year. Work schedules are created based solely on class schedules and other academic obligations.

Compensation: \$13.50 per hour

Application Instructions:

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