Programming Intern

Department Description:

The Office of Multicultural Student Affairs creates intentionally diverse and inclusive communities, serving as a bridge builder by engaging students and members of the University community of all backgrounds to ensure personal, academic and professional growth and success. We strive to:

• Foster a campus environment that supports the exploration of varied identities and their intersections
• Increase knowledge and awareness of different worldviews to strengthen cultural competencies and their application in a variety of contexts
• Create opportunities to engage in challenging conversations to advance a more equitable society
• Amplify voices and advocate for and with students from marginalized identity groups, including racial and ethnic communities to enhance the student experience

Position Description:

We are seeking two Undergraduate Students to assist with programs and initiatives, including (but not limited to) the Heritage Series, MLK Commemoration Celebration, Emerging Minds Project, President’s Roundtable, current events programs, and collaborations with campus/community partners. Programming Interns will be asked to help with the following:

• Staff events and coordinate logistics such as space set-ups, catering, volunteers/ushers, check-in, and evaluations
• Assist with topic and speaker suggestions, soliciting ideas and feedback from peers and researching options
• Support initiatives led by the Programming Graduate Assistant as needed

Qualifications:

• Applicant must be a rising 2nd, 3rd, or 4th year in the College in good academic standing at the time of application
• High level of cultural competency and experience working with underrepresented and underserved populations is required.
• Excellent written and oral communication skills and organizational skills
• Previous experience with program planning and general office skills preferred.

Position Requirements:

Programming Inters will begin in mid-September 2015 and work approximately 10 hours per week during the 2015-2016 academic year. Hours will vary outside of the traditional 9:00-5:00pm workday based on availability and programmatic needs.

Compensation: $10.00 per hour
Application Instructions:
Please visit https://omsa.uchicago.edu/programming-team-application to submit a cover letter and resume/CV. Questions? Contact Ronnie Rios at rrios@uchicago.edu. Applications are due by Friday, May 29, 2015 at 5:00pm.