

CENTER FOR INTERNATIONAL
CISSR
 SOCIAL SCIENCE RESEARCH
 THE UNIVERSITY OF CHICAGO

Job Title	CISSR Media Intern
Department	CISSR/SSD
Location	Remote or 5828 S University Ave, Pick Hall 101
Salary	\$15.00 - \$20.00 an hour
Hours/Week	Up to 10 hours
Date Posted	May 28, 2021
Job Length	2021-22 Academic Year (September 2021 – June 2022) <i>extensions beyond 1 year are possible</i>
Job Description	
<p><u>Roles and Responsibilities</u></p> <p>The CISSR Media Intern will assist CISSR’s Center Supervisor by creating a bi-weekly digest during the Fall, Winter, Spring quarters. The CISSR Media Intern will manage the email lists and disseminate miscellaneous announcements through CISSR lists. Intern may assist with creating event posters, posting content to Youtube and social media, and coordinating virtual event invitations and registration in coordination with CISSR Program Assistant.</p> <p>If the selected student desires, a Higher Education Administration (HEA) certificate can be earned through this internship. The intern will work with the Center Supervisor to find a project within the job description that is eligible for the HEA certificate.</p> <p><u>Qualifications</u></p> <p>The applicant must be a University of Chicago student. The position is open to undergraduate and graduate students and open to both work-study and non-work-study students. Attention to detail, strong organizational skills, clear writing skills, and the ability to work independently are required. Students with an interest in international relations and social science research are encouraged to apply.</p> <p><u>Required Skills</u></p> <ul style="list-style-type: none"> - Excellent writing skills - Ability to multitask and work independently - Background in social sciences and international relations - Website/Social Media experience - Experience using Microsoft Word and Excel <p><u>Preferred Skills</u></p> <ul style="list-style-type: none"> - Graphic design experience 	
<p><u>To Apply, please follow one of these methods:</u></p> <ul style="list-style-type: none"> - Submit application to GradGargoyle job ID# 68574 or Handshake: #4947901 	

- Email Alexis Puzon apuzon@uchicago.edu with your cover letter, resume, and writing sample with subject "CISSR Media Intern"