

CENTER FOR INTERNATIONAL
CISSR
 SOCIAL SCIENCE RESEARCH

 THE UNIVERSITY OF CHICAGO

Job Title	CISSR Program Assistant
Department	CISSR/SSD
Location	5828 S University Ave, Pick Hall 101 and remote possible (in line with UChicago guidelines for reopening)
Salary	\$15.00 - \$20.00 an hour
Hours/Week	10-15 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

Roles and Responsibilities

The Program Assistant Intern will assist Center Supervisor with events and meetings to support CISSR faculty, staff, and student fellows. Program Assistant Intern will help maintain the CISSR website, including an event calendar, and will revise the website to meet new accessibility standards. The Program Assistant intern will also work with the Center Supervisor on programmatic initiatives and office management (as allowed and needed with current UChicago forward guidelines) and may assist with creating event posters in coordination with CISSR Media Intern and Center Supervisor. Additionally, the Program Assistant intern may prepare financial and administrative reports for Center Supervisor and CISSR Director. There may also be opportunities to participate in research and other activities with CISSR faculty and fellows, and the Center Supervisor will work with the Program Assistant intern to manage their schedule and work responsibilities throughout the year.

If the selected student desires, the [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.

Qualifications

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.

Required Skills

- Excellent writing skills
- Ability to multitask and work independently
- Experience using social media accounts
- Experience using Microsoft Word and Excel

- Background in a social science discipline

Commitment to international and global education and research

Preferred Skills

- Graphic design experience
- Website Management and Programming experience
- Experience using Adobe InDesign, Adobe Photoshop

To Apply, please follow one of these methods:

- Submit application to GradGargoyle job ID# 68575 or Handshake: #4945181
- Email Alexis Puzon apuzon@uchicago.edu with your cover letter, resume, and writing sample with subject "CISSR Program Assistant"
- **Start date: September 1st**