

Student Intern, Office of Institutional Diversity Inclusion

DEPARTMENT: Office of the Provost, Office of Institutional Diversity and Inclusion

Job Description:

Available Fall 2021. Two positions available.

The Office of Institutional Diversity and Inclusion (OIDI), housed within the Office of the Provost, is seeking two reliable, detail-oriented, and creative student interns who can manage multiple specialized projects and demonstrate a commitment to diversity and social justice. Descriptions of two positions we are seeking are listed below:

**Applicants may apply for one of the following positions*

Student Intern, Media & Communications Aide: This position will support OIDI's initiatives. Main duties will include assisting with event and meeting support, writing media releases and newsletters, and updating social media pages and websites.

Student Intern, Project Manager Aide: This position will support university-wide Native American and Indigenous Initiatives. Main duties can include supporting programming and education efforts during Native American Heritage Month, supporting development of the John Evans Truth Telling Exhibit, and special Indigenous-centered initiatives.

Qualifications:

- Must be an NU undergraduate student.
- Students with a Federal Work-Study allotment for the 2020-21 academic year accepted but not required.
- Remain in good academic standing, with a minimum cumulative GPA of 2.7, with no/low level conduct violations. Conduct violations are subject to review.
- Hybrid work schedule (in-person/remote), 8-10-hours a week.
- Thorough understanding of Microsoft Office Suite (Word, Excel, Outlook).
- Strong internet and research skills.
- experience working with or working knowledge of diverse communities.

Desirable Qualifications: Professional interpersonal skills required; ability to represent the University to all elements of the University community and guests; ability to work in an autonomous framework; excellent oral, written, managerial, and organizational skills; initiative and creativity essential.

Deadline to apply: Until filled

All undergraduate students are encouraged to apply. Please apply by completing an application at this link:
<https://forms.office.com/r/Lvv08PJPRi>

Pay grade: 76 \$13.55 - \$15.25

Contact Name: Louie Lainez

Contact Phone Number: 847-467-3488

Contact E-mail: louie.lainez@northwestern.edu