

POSITION INFORMATION

Employer Name: Institute for Research on Race and Public Policy
University of Illinois at Chicago

Title: General Office Assistant (Federal Work Study)

Description:

The Institute for Research on Race and Public Policy (IRRPP) is seeking an undergraduate or graduate student (federal work study only) for the academic year 2014-15 to provide 15-20 hours/week general clerical support and assist with receptionist responsibilities. Possible start date November 24, 2014.

IRRPP promotes, coordinates, and conducts innovative research at the intersection of race, ethnicity, and public policy. A primary goal is to improve both the understanding and conditions of underrepresented racial and ethnic groups that continue to experience major difficulties within contemporary urban settings.

Duties include:

- a) Staffing the receptionist area.
- b) Assisting with record keeping and/or filing systems, including inventory, guest/contact lists, etc
- c) Operating office equipment.
- d) Providing quality service to visitors, including operating the main phone line, assisting with appointments, maintaining and enhancing the office environment, and also promoting the Institute throughout the campus and social media
- e) Screening mail.
- f) Participating in the event planning process, such as outreach and promotion.
- g) Other clerical duties as needed.

Please send a cover, resume, and three references in one PDF file with your last name then first name as the file name to Ryan Vilorio, rvilor1@uic.edu, by November 11, 2014. No phone calls please.

UIC is an Affirmative Action/Equal Opportunity Employer. Applications from women, people of color, persons with disabilities, and LGBTQ communities are encouraged.

Qualifications:

Familiarity with Microsoft Office or other comparable software. Two academic years (four semesters) as a General Office Aide or two years clerical experience outside UIC. A strong interest in social justice and policy, is a plus.