Internal UChicago applicants apply online via Workday
External applicants can apply online at: https://bit.ly/CECoordIOP

Created in 2013 by University of Chicago alumnus David Axelrod (AB’76), the mission of the Institute of Politics (IOP) is to ignite in University of Chicago students a passion for politics, public service and civic engagement and to provide a forum for the debate and discussion of public issues. By bringing practitioners from the public arena to campus, and providing extracurricular opportunities in politics, policy, government and journalism, the non-partisan Institute seeks to open pathways for engagement and leadership to students across campus.

There are four primary programmatic components of the Institute:

- The Speaker Series hosts nationally and internationally recognized speakers on a wide variety of issues related to the mission of the IOP, with more than 1,600 speakers coming to campus from across the political spectrum, a testament to the IOP’s non-partisan commitment to elevating public conversation around important contemporary issues.
- The Pritzker Fellows Program presents an opportunity for political practitioners, policy makers, journalists, and others engaged in politics to be in residence at the University of Chicago for an academic quarter.
- The IOP’s Career Development program sponsors 300 annual robust, paid internships for undergraduate and graduate students, placing them in high-level settings overseas, in Washington, D.C. and at the state and local levels.
- The IOP’s Civic Engagement programs help students deepen their understanding of civic literacy, learn the concepts and skills to become democratically engaged, and develop the commitment and efficacy to become lifelong leaders; it does so by offering leadership development programs, experiential opportunities such as workshops and treks, and supporting student-led initiatives.

The Institute of Politics is seeking a highly organized, detail-oriented Program Coordinator to work on its Civic Engagement team. Each year the IOP’s Civic Engagement programs provide approximately 600+ students with hands-on opportunities to explore politics in action and include leadership development programs, civic/community engagement projects, voter engagement, political exploration trips to local, national and international locations, and skill-building workshops. The IOP is looking for someone with a passion for working with students, an interest in politics, and a commitment to excellence in the operation of its student civic engagement programs. The ideal candidate will be an energetic and talented administrator with a record of success in complex, decentralized environments where relationship building, collaboration and influence management are critical to success. This position reports to the IOP’s Director of Civic & Campus Engagement.

The Civic Engagement Program Coordinator works closely with students and with the Director of Civic & Campus Engagement to provide key administrative support to the IOP’s Civic Engagement programs, including curriculum
development, program assessment and evaluation, expense and invoice reconciliation, processing check requests, budget and metrics tracking, third-party purchases, student-led event planning, venue booking, travel arrangements, and RSVP processes for IOP Civic Engagement programs, workshops and events. The Program Coordinator works closely with other IOP staff, University colleagues, students, vendors, Fellows and guests, ensuring that programs, processes and protocols are executed with precision and professionalism at all times.

Responsibilities

- **Program planning**: Works with the Director of Civic & Campus Engagement to plan the content and learning outcomes for local treks, skills workshops, Bridging the Divide, and other special projects; manages application and RSVP processes for students partaking in CE programming.

- **Event logistics**: Coordinates the planning, venue reservation, transportation, food, speaker invitations, RSVPs, and on-site staffing for local treks, Bridging the Divide, and other special projects; performs other logistical duties as assigned.

- **Student group advising and project management**: Oversees and supports student-led groups by advising on strategy and execution of their program plans; conducts regular check-in meetings; tracks the progress of student group goals (for The Gate, Leaders of Color, TechTeam, UChiVotes, Women in Public Service Program, and other student initiatives).

- **Mentorship**: Builds rapport with student leaders and civic engagement students; serves as a student-facing IOP staff resource for all interested University of Chicago students.

- **Budget and operations**: Administers, tracks, and reconciles Civic Engagement budget; troubleshoots administrative and technical questions; works with Finance Intern to administer petty cash and check reimbursements; assists student leaders with access to resources such as venue reservation and third-party purchases; oversees and enforces IOP policies for space reservation and third-party purchases for student-led groups and IOP staff who work with student-led groups.

- **Teaching and learning**: Works with the Director of Civic & Campus Engagement to support civic engagement curriculum development during local treks, Bridging the Divide, and other special projects; stays current with best practices in student leadership development, community engagement, and campus voter engagement through professional skills development opportunities and literature reviews.

- **Evaluations**: Works with the Director of Civic & Campus Engagement to administer and analyze evaluations of Civic Engagement programming; works with the Director to write summaries and reports of Civic Engagement programming for external and internal audiences.

- **Data**: Maintains data about student engagement in the Civic Engagement Program; updates CRM.
Civic Engagement Program Coordinator
Requisition Number: JR11505

- **Project management:** Works with the Director of Civic & Campus Engagement to track progress on all Civic Engagement programming and projects in order to ensure that the CE Program is executing its program goals in a timely manner.

- **Team management:** Works with the Director of Civic & Campus Engagement to manage the student team (two Civic Engagement interns and 1-2 Student Advisory Board Civic Engagement chair(s)).

- **IOP collaboration:** Works with the Director of Civic & Campus Engagement to coordinate outreach and highlight CE programming with the Communications team; coordinates student opportunities with the Career Development, Fellows, Speaker Series teams.

- **Partnership management:** Works with the Director of Civic & Campus Engagement to maintain relationships and communication with internal university and external partners (e.g. campus voter registration organizations, Chicago government agencies, Chicago community organizations, higher education institutions); supports engagement initiatives with campus partners on shared programming.

- Performs other related work as needed.

**Preferred Qualifications**

**Education:**
- Minimum requirements include a college or university degree in related field.

**Experience:**
- A minimum of 2 years of administrative experience in student program management, campus student life, event planning, office management, or executive administrator roles is required.
- Experience with planning and managing budgets and contracts.
- Experience managing event logistics, including catering, venue selection, guest travel and RSVP processes.
- Interest in, and some knowledge about politics and public policy is preferred.
- An understanding of the University of Chicago or other university settings is also preferred.

**Preferred Competencies**

- A demonstrated passion for the mission of the Institute of Politics and for working with students in the areas of politics, public service, and civic engagement.
- Strong interpersonal skills, demonstrated initiative, and the ability to work both independently and within a team.
- Ability to multi-task, meet deadlines and work successfully in a fast-paced environment.
- Highly organized with keen attention to detail and commitment to accuracy and confidentiality. Strong project management skills.
• Demonstrated ability to effectively track and manage program details in an organized manner.
• Excellent writing, research (quantitative and qualitative) and oral communication skills.
• Ability to work successfully within the University community including students, faculty and staff.
• Ability to work successfully with external organizations and individuals on behalf of the Institute of Politics.
• Skilled in the use of Google Docs, Microsoft Excel and knowledge of other Microsoft Office programs.

**Working Conditions**

• Evening and weekend flexibility required for off-site programming and student initiative support.
• Some travel required.

**Application Documents**

• Resume
• Cover Letter
• Reference Contact Information
• Note: When applying, all required documents MUST be uploaded under the Resume/CV section of the application.
• Note: When applying, all required documents MUST be uploaded via the My Experience page, in the section of the application titled Resume/CV.

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Staff Job seekers in need of a reasonable accommodation to complete the application process should call 773-702-5800 or submit a request via **Applicant Inquiry Form**.

The University of Chicago’s Annual Security & Fire Safety Report (Report) provides information about University offices and programs that provide safety support, crime and fire statistics, emergency response and communications plans, and other policies and information. The Report can be accessed online at: [http://securityreport.uchicago.edu](http://securityreport.uchicago.edu). Paper copies of the Report are available, upon request, from the University of Chicago Police Department, 850 E. 61st Street, Chicago, IL 60637.