

**Internal UChicago applicants should apply online via Workday**  
**External applicants can apply via <https://bit.ly/IOPProgCoord>**

Created in 2013 by University of Chicago alumnus David Axelrod (AB'76), the nonpartisan Institute of Politics is committed to fostering in our students a passion for public service, meaningful dialogue and active engagement in our democracy.

Four core programs form the heart of the Institute:

- **Career Development:** a dedicated team providing students with one-on-one career advising and hands-on opportunities to explore careers in politics and public service. Each year the IOP provides over 300 paid internship opportunities worldwide in politics, public policy, government, nonprofits and journalism.
- **Civic Engagement:** a program that enables students to take an active role in solving social and political challenges in their communities during the academic year and to develop their leadership skills via student-led programs, workshops and trainings, political exploration treks and special programs.
- **Pritzker Fellows Program:** resident and visiting fellowships where distinguished political officials, policymakers, journalists, diplomats and others come to campus for an academic quarter to work closely with and mentor students.
- **Speaker Series:** enriching political and policy discourse on campus and in the greater Chicagoland area by providing a forum for diverse insights on key issues of the day. More than 1,400 speakers have come 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 Institute of Politics (IOP) at the University of Chicago seeks a highly organized, detail-oriented Program Coordinator with a passion for politics and a commitment to excellence to support the operation of its acclaimed Speakers Series and Pritzker Fellows Programs. The Program Coordinator works closely with the Fellows Program and Speaker Series teams to support program operations, including catering reservations, venue booking, travel arrangements, housing logistics, RSVP processes, expense and invoice reconciliation, and metrics tracking. They also work closely with other Institute staff, key University entities, vendors, students, Fellows and guests, ensuring that seminars, events, processes and protocols are executed with precision and professionalism at all times.

The Program Coordinator supports the Pritzker Fellows and Speaker Series programs in the following ways:

- Assists with on-site logistics for multiple weekly Fellows seminars and execution of office hours.
- Administers contracts and maintains relationships with vendors to ensure seamless provision of Fellows housing logistics.
- Manages accounts payables for both programs, including purchase orders and invoice payments for both programs, as well as rental payments, utility contracts, and other vendor payments. Frequently reconciles Speaker Series and various special events expenses in Concur. May occasionally assist with reconciling Fellows program seminar expenses in Concur.
- Secures and schedules cleaning services for Fellows rental units and performs other Fellows housing-related tasks.
- Assists with creating event and seminar registration webpages and managing RSVP process for Speakers Series events and Fellows seminars.

- Assists with identifying and securing external venues or catering orders for Fellows seminars when necessary. Makes necessary AV equipment arrangements when needed for the successful execution of IOP Fellows Seminars.
- Assists in the execution of quarterly Fellows orientation and wrap-up activities.
- Assists with maintaining contact and engagement data in the IOP's CRM database related to the Speaker Series and Fellows programs, including the management and tracking of attendee data.
- May also regularly perform sophisticated data analysis of Speaker Series event data to track interests, best and worst times of day and weeks within the quarter to program events.
- Uses general understanding and experience to administer the delivery of services to program participants and/or beneficiaries.
- Interacts with faculty, researchers and staff for committee work or information.
- Performs other related work and assists with special projects as needed.

### **Preferred Qualifications**

#### **Experience:**

A minimum of 2 years of experience in a related job discipline.

#### **Education:**

College or university degree preferred.

### **Preferred Competencies**

- Highly organized with keen attention to detail and commitment to accuracy and confidentiality.
- Strong interpersonal skills, demonstrated initiative, and the ability to work both independently and within a team.
- Experience managing event logistics, including catering, venue selection, guest travel and RSVP processes.
- Ability to juggle multiple assignments, manage tight deadlines and work successfully in a fast-paced environment.
- Experience managing contracts is a plus.
- Excellent writing, research (quantitative and qualitative) and oral communication skills.
- Ability to work successfully and professionally with the University community including students, faculty and staff, as well as external individuals and organizations on behalf of the Institute of Politics.
- Skilled use of Microsoft Office and Google Docs is necessary. Experience with CRM software and Adobe or Canva is a plus.
- Interest in, and some knowledge about politics and public policy preferred.

### **Working Conditions**

- This role will perform tasks indoors in an office setting
- Requires the ability to work independently and with a team

### **Required Application Documents**

- Resume (required)
- Cover Letter (required)