/ Internal UChicago applicants should apply online via Workday /
/ External applicants should apply HERE /

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 Coordinator with a passion for politics and a commitment to excellence to support the operation of its acclaimed Speakers Series program. The Speaker Series Coordinator works closely with the Speaker Series team to support program operations, including catering reservations, venue booking, travel arrangements, RSVP processes, expense and invoice reconciliation, and metrics tracking. They also work closely with other Institute staff, key University entities, vendors, students, and guests, ensuring that events, processes and protocols are executed with precision and professionalism at all times.

Responsibilities

- The Speaker Series Coordinator supports the Speaker Series program by coordinating logistics of events and programming.
- Assists with researching creative event & speaker ideas
- Assists the Production Manager with identification and resolution of event and program needs, including vendor selection and contract negotiation.
- Supports the Production Manager by tracking expenses and handling most accounts payables for the Speaker Series program, including corporate card expenses, purchase orders and invoice payments, as well as other vendor payments.
- Assists with maintaining contact and engagement data in the IOP's CRM database related to the Speaker Series program, including guest release forms and retention of other Speaker Series data, such as attendance data and audience feedback.

- 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.
- Assists with creating event pages, monitoring registration numbers, and communicating with registrants of any programmatic changes.
- Reviews and finalizes guest lists and facilitates sending invitations
- Assists the Production Manager with coordination of AV needs for Speaker Series events.
- Assists with management of event calendars (Box outlook & G Cals)
- Facilitates student sessions with speakers
- Ensures a positive guest experience by arranging travel, lodging, car service, and other comforts for all guests.
- Provides onsite production help during events
- Assists Production Manager in overseeing the Speaker Series Logistics intern(s) and cohort of 45 events ambassadors (student volunteers) annually.
- Expected to be onsite during most events
- Approximately two business related trips are required each year.
- 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.
- 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.
- Stays current on political news
- Excellent interpersonal skills and the ability to work effectively in a creative, intellectual team environment.
- Strong verbal and written communications skills
- Excellent time management skills, with the ability to prioritize and multi-task on deadline in a fast-paced environment.
- Adaptable to dynamic working environment
- Demonstrated ability to work collaboratively and effectively in a team environment with a wide range of constituencies including high-profile guests, senior leaders, Board members, colleagues, students and volunteers.
- Strong commitment to diversity.
- Ability to work non-traditional hours and travel occasionally.
- Proficiency with computers including Microsoft Office suite and Google docs.
- Ability to set priorities and meet deadlines
- Knowledge of MS Office Suite

- 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)