Racial Justice Student Intern – OEOA

The Office of Equal Opportunity & Access is looking for an individual to support the mission of the office and to ensure equity and inclusion at UC, through a variety of educational and administrative opportunities. The Racial Justice Student Internship is a volunteer opportunity for a current undergraduate or graduate student to gain experience and knowledge of the University’s Equal Opportunity policies, procedures, and services through direct interaction with the Office of Equal Opportunity & Access.

Under general supervision from a designated administrator, the Intern will provide administrative, research, and operational support, frequently of a highly complex and confidential nature, to the Office of Equal Opportunity & Access staff on the topics of discrimination, harassment, retaliation, and other equal employment related matters.

Primary Duties

The Intern provides support to the Office of Equal Opportunity and Access efforts to ensure and promote equal opportunity, diversity and inclusion throughout UC through the following:

1. Assist in equal opportunity, diversity and inclusion educational programming;
2. Research and draft summaries for review on issues of discrimination, harassment, retaliation;
3. Develop and revise educational awareness materials for presentations;
4. May assist with the review and update of the office website and other marketing materials;
5. Perform clerical (filing, scanning, making copies, sorting mail);
6. Provide other services and perform additional, related duties as assigned.

Minimum Qualification:

- Enrolled at the University of Cincinnati and in good standing.
- Proficient in the use of Microsoft Office applications, such as Word, PowerPoint, and Excel.
- Ability to prioritize tasks and handle numerous assignments simultaneously.

Preferred Qualification:

Ideal candidate will have a demonstrated commitment to diversity, inclusion, and equity within an organization, team, and/or campus environment; an understanding of employment law; strong communication and organizational skills; and creativity and ability to work as a team player and independently. Candidates should include a resume and a letter expressing their interest in the position and their commitment to diversity, equity, and inclusion.

The University of Cincinnati is an affirmative action/equal opportunity employer M/F/Vets/Disabled. Women, People of Color, persons with a disability and protected veterans are encouraged to apply. We are committed to creating a diverse and inclusive community at the University of Cincinnati.

Interested students should submit a letter of interest and their resume to the Office of Equal Opportunity & Access by email at OEO-Help@ucmail.uc.edu with the subject line Racial Justice Intern.