



## **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](mailto:OEO-Help@ucmail.uc.edu) with the subject line Racial Justice Intern.