

Project Manager Aide, Native American and Indigenous Initiatives

DEPARTMENT: Office of the Provost, Office of Institutional Diversity and Inclusion

Job Description:

Available Fall 2020.

Native American and Indigenous Initiatives is seeking a reliable, detail-oriented, and creative Project Manager Aide who can manage multiple specialized projects and demonstrates a commitment to diversity and social justice. This position will support university-wide Native American and Indigenous Initiatives and is housed within the Office of the Provost. Main duties can include supporting programming and education efforts during Native American Heritage Month, supporting development of the John Evans Truth Telling Exhibit, and marketing and communication of Indigenous-centered initiatives.

Responsibilities include:

- Planning, executing, and evaluating programming to be developed in collaboration with Manager of Native American and Indigenous Initiatives,
- Communicate and build relationships with key partners including the Sand Creek Massacre Descendant Representatives and members of the Chicago American Indian Community Collaborative,
- Assisting with the development and dissemination of marketing and communication materials,
- Attending project planning meetings, maintaining records of meeting minutes and materials,
- Conducting benchmarking

Qualifications:

- Must be an NU undergraduate student with a Federal Work-Study allotment for the 2020-21 academic year.
- Remain in good academic standing, with a minimum cumulative GPA of 2.7, with no/low level conduct violations. Conduct violations are subject to review.
- 10-hour weekly minimum.
- Thorough understanding of Microsoft Office Suite (Word, Excel, Outlook).
- Strong internet and research skills.
- Detail-oriented and process-oriented.

Desirable Qualifications: Professional interpersonal skills required; ability to represent the University to all elements of the University community and guests, to work in an autonomous framework; excellent oral, written, managerial, and organizational skills; initiative and creativity essential; preferably has experience working with or working knowledge of Indigenous communities.

Deadline to apply: Until filled

All undergraduate students are encouraged to apply. Please apply by e-mailing your cover letter and resume to: jasmine.gurneau@northwestern.edu

Pay grade: 76

Contact Name: Jasmine Gurneau

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