

CEGU Student Assistant (AY 24-25)

The Committee on Environment, Geography and Urbanization (CEGU) at the University of Chicago is seeking 1 to 2 undergraduate or graduate student assistants to support its events, communications, and administration and operations for the 2024-25 academic year.

Responsibilities include:

- Events: managing small and large event logistics; event set up and breakdown, managing catering; creating content for event promotion; distributing posters; and managing social media during events
- Communications: supporting CEGU staff with communications including newsletters, social media and website updates; video editing
- Administration and Operations: maintaining CEGU common spaces; supporting visitors and guests

Ideal candidates will possess strong communication skills, a high level of organization, close attention to detail, the ability to track progress, maintain a consistent workflow, and to complete regular and spontaneous tasks during regular work hours. Experience in a professional setting is preferred.

The position is expected to work on site in the CEGU offices or at events 5-10 hours a week with an hourly rate between \$16.20–21.00/hour. The position reports directly to the CEGU Student Affairs Administrator and Project and Communications Coordinator, and communicates regularly with the CEGU Chair and Director of Academic Programs. Applications will be reviewed as received with a final deadline of September 23, 2024.

About CEGU

CEGU is an interdisciplinary platform for critical thinking, advanced research, and innovative pedagogy on the societal and spatial dimensions of climate change, biodiversity loss, and other kinds of environmental transformation. It is a degree-granting unit in the Division of Social Sciences focusing on interdisciplinary research and teaching in environmental social science and environmental humanities. CEGU is currently comprised of over 50 affiliated faculty, over 120 undergraduate majors and minors, and a vibrant community of graduate students from other disciplines. CEGU is the home of a rapidly growing undergraduate major and minor program and associated courses, and a PhD certificate.

To apply, [please upload](#) a single PDF file containing a short cover letter detailing relevant experience, a resume, and the names of two references. Please also note your eligibility for Federal Work Study.

Please direct any questions about the position to cegu@uchicago.edu