

2018 – 2019 Data Management Intern Application for UIC Students

The Latino Cultural Center (LCC) is currently seeking an enthusiastic and creative Data Management Intern(s) to work alongside our team to sustain our center's list-servs and develop assessment reports after each public program. If you are interested in learning how to collect, maintain, and produce data for an end of the year report to help grow an organization's presence and relay information, we want to speak with you! Intern(s) will devote 50% of the time to this project and 50% to help with public events and office duties.

We encourage student(s) with a freshman or sophomore standing to apply as this may lead to future employment at the LCC. Intern(s) will need to dedicate **10 hours a week** towards the internship: **Fall 2018:** September 10, 2018 – December 7, 2018 (13 weeks); **Spring 2019:** January 28, 2019 – May 3, 2019 (13 weeks, off during Spring Break).

This internship is an excellent opportunity to learn the day-to-day operations of an art cultural organization and add this experience to your resume. Interns who complete their internship semester in good standing may be given the opportunity to transition to become Student Educators, if LCC budget permits. Applicants that have federal work study are preferred, but not required. Depending on academic standing and course load; students may also qualify for course credit. Please speak with college advisor for further details.

Responsibilities

- Managing and keeping up to date all program evaluations, data reports as well as listserv(s);
- Verify that correct data were entered into the database;
- Ability to take initiative and be creative; and
- Assist LCC team with office duties as well as public programs and mural tours logistics.

Requirements

- Must have excellent oral and written skills and working knowledge of MS Excel & Word;
- Comfortable with public speaking to assist LCC staff with Mural Tours facilitations;
- Must be available Wednesdays and/or Thursdays afternoons (2pm to 5pm);
- Capacity to work independently with minimal supervision and with a team;
- Organized, with an ability to prioritize assignments; and
- Act as liaison with LCC Affiliated Student Organizations to engage them in opportunities with the LCC.

Date: _____

Applicant's Name: _____

Email: _____

Phone number: _____ Other number: _____

Major/Minor: _____

Fall 2018 academic standing: _____

Faculty reference (Name and email): _____

Please type your response to the following questions and attach application/document & resume. Submit to Edith Tovar at etovar4@uic.edu by **Tuesday September 4, 2018**.

Each answer should be at least 500 words.

1. Please describe your academic and professional assets/skills

- Consider including the following: Writing, research, social media, graphic design, public event logistics, public speaking, interviewing, proofreading, photography/video, database management, evaluation, etc.).

2. Briefly describe your experience with

- Intercultural engagement/cultural diversity projects &
- Projects addressing Latino issues or social justice issues.
 - Provide social media examples (posts, promotional materials, etc.)

3. Describe what YOU wish to get out of this internship