2016 Global Leaders Program
Program Development Assistant

Application Deadline:
Friday, March 11th

Now hiring
A Temporary Program Development Assistant for the Illinois Tech Global Leaders Program’s Summer Session. The Program Development Assistant oversees 2-5 summer program interns and provides administrative, logistical, and event-planning support to program staff. The 4 week summer program provides high school Scholars with interdisciplinary activities focused on increasing exposure to STEM fields (science, technology, engineering, mathematics), solving real-world problems, and preparing them for the college application process.

Program Development Assistant Responsibilities
● Assist with event planning and program logistics, including scheduling, communications, payments, booking transportation, etc.
● Supervise Program Interns, delegate tasks, assist with training, and oversee projects
● Create and update detailed schedules in online project management system
● Manage purchases, including documentation, reimbursements, tracking, etc.
● Provide support to other program staff as requested
● Serve as a mentor to GLP Scholars

Timeframe
● Spring: Part Time (10-12 hrs/week) April - June
● Summer: Full time June - August

Compensation
● Commensurate with experience.

Qualifications and Characteristics
● Advanced undergraduate or graduate student, with GPA of 3.0 OR recent Bachelor’s Degree
● Strong organizational, time-management, and administrative skills
● Experience delegating and overseeing tasks and projects
● Very strong social and interpersonal skills, intercultural sensitivity, and a demonstrated ability to collaborate effectively
● Work experience in a team environment with minimal supervision
● Flexibility and the ability to make decisions in a fast-pace environment
● Strong record of leadership, service, and responsibility
● Discretion handling confidential information and ability to exercise diplomacy in communication with external and internal contacts and staff, as well as with students and parents/guardians
● Eagerness and genuine commitment to the program’s mission and to working with talented and diverse high school students

Application Process
Applicants should email a resume and 1-page cover letter to Charlie Lindquist (clindqui@iit.edu). In your cover letter, please specify why you think you are a good fit for the Program Development Assistant position.
About the Illinois Tech Global Leaders Program
The Illinois Institute of Technology Global Leaders Program is a free, two-year academic enrichment program inspiring high-achieving Chicago area high school students to lead and serve through STEM and to pursue higher education. Learn more at globalleaders.iit.edu. For questions about the Global Leaders Program or summer staff positions, please contact Charlie Lindquist, Program Coordinator (clindqui@iit.edu, 312-350-5591).