Internship: IOP House Managers Intern  
Location: Chicago, IL

**IOP House Managers Intern**

The Institute plans to hire two House Managers, with each being expected to work 10-15 hours per week, mainly in the evenings. This position supports the Institute of Politics’ operations by managing the building during the evening hours and by serving as a liaison between the Institute and UChicago students or groups spending time at the IOP. Additional administrative support that this position provides is integral to the operational success of the IOP.

The House Manager interns will be selected during the spring quarter of 2019, and the incoming interns will be trained and on-boarded by the current interns. The selected House Managers will then assume full intern responsibilities for the fall quarter of 2019 and continue through the end of spring quarter (June 2020).

Hours: 10-15 hours per week  
Compensation: $13/hour

**Duties include (and are not limited to):**

- Serve as front desk attendant during the evening hours (4pm-9pm Mon-Thurs and Fridays 3-5pm or 4-5pm)
- Answer the phone and direct requests appropriately
- Assist with maintaining databases using mainly Google forms and Neon CRM
- Help the Director of Operations and Budget with analysis and maintenance of financial data
- Provide occasional research and support for the IOP Executive Director
- Coordinate IOP space reservation requests through the monitoring of incoming requests, drafting of outgoing correspondence, and management of IOP room calendars
- Manage the use, maintenance and reservation of IOP equipment, including AV equipment and furniture use and/or configurations during the evenings
- Serve as administrative lead for biweekly intern staff meetings
- Plan monthly/quarterly outings for all IOP House Interns
- Follow emergency and closing procedures of the IOP house to ensure safety and security

**Qualifications:**

- Interest in politics and public service
- Ability to maintain confidentiality
- Strong organizational skills, research abilities and resourcefulness
- Excellent written and verbal communication skills
- Proficient in the use of Google docs, Google calendar, Dropbox and Excel
- Ability to work with minimal oversight; self-directed and motivated

To apply, please submit a resume and cover letter.