Internship: Fellows IOP House Intern  
Location: Chicago, IL

**Fellows House Intern**

The Fellows Program Intern will undergo 10 hours of training with the outgoing intern during spring quarter of 2018. The internship will then begin in a full-time capacity in the fall of 2018 and continue through the end of spring quarter (June 2019).

The Fellows Intern plays a key role in supporting the IOP Fellows Staff, IOP Resident and Visiting Fellows, Fellows Ambassadors, and other students that work closely with Fellows to ensure a positive and rewarding experience for Fellows and students.

Hours: 8-15 hours/week  
Compensation: $13/hour (SCOTT CONFIRM?)

**Duties include (and are not limited to):**
- Attending weekly student intern meetings
- Preparing for weekly Fellows seminars (logistics, scheduling, etc.)
- Publicizing weekly seminars and other Fellows activities with the assistance of Fellows Ambassadors and IOP staff
- Supervising all Fellows Ambassador activities, including bi-weekly team leader meetings
- Overseeing Ambassador application process, selection of Ambassadors and team leaders each quarter
- Serving as a second line of support for all Visiting and Resident Fellows
- Drafting and fielding surveys of Fellows seminar attendees, and tracking key metrics for each Fellows seminar
- Assisting with management of Fellows Eventbrite pages
- Assisting Fellows Ambassadors with ancillary activities for their Fellows
- Assisting Fellows Staff with research and other administrative tasks as needed
- Serving as front desk receptionist during IOP business hours

**Qualifications:**
- Interest in politics and public service
- Strong research abilities and resourcefulness
- Excellent writing and verbal communication skills
- Familiarity with Google Docs, Dropbox, and Excel
- Strong organizational skills
- Ability to work with minimal oversight; self-directed and motivated

To apply, please submit a resume and cover letter.