

**Position Description:** Program Intern, Harris School of Public Policy at University of Chicago Center in Delhi

**Location:** University of Chicago Center in Delhi

**Duration:** 10 weeks from the date of appointment with a possibility for extension based on performance

**Benefits:** Monthly stipend and certificate will be provided

**Last date to apply:** Rolling deadline till right candidate is hired

[The University of Chicago Center in Delhi](#) is looking for a **Program Intern**, reporting to the Assistant Director of Programs, [Harris School of Public Policy](#) at University of Chicago Center in Delhi willing to join immediately. Interested candidates should send a cover letter, one-page resume, and two references (name, designation and contact details) to [sakshiashish@uchicago.edu](mailto:sakshiashish@uchicago.edu). Shortlisted candidates will be invited to join a zoom interview.

**Responsibilities:**

- Support the Assistant Director in conducting marketing and outreach activities related to Harris [degree](#), [non-degree programs](#) and [Anubhav lecture Series](#) in South Asia
- Draft communications, make calls and maintain database of students
- Provide support to in-person and virtual information sessions
- Manage meetings, calendar and travel plans for the Assistant Director
- Support the multi-fold logistical responsibilities of delivering a successful cycle of the Anubhav lecture Series including assisting with backend logistics at the UChicago Centre during the days of the lectures.

**Qualifications:**

**Required:**

- Bachelor's degree from an accredited college or university;
- Interest in public policy;
- Proficient oral and written English language ability;
- Proficient in Microsoft suite especially excel and PowerPoint;
- Able to manage social media presence & branding;
- Able to work during evening hours to accommodate team needs, as and when needed.

**Preferred:**

- Master's degree in policy and social sciences;
- Knowledge and experience in similar programs/higher education;
- Understanding of the programs offered by Harris;
- Slate, Tableau or other CRM experience. If not, willing to learn.

**Capabilities:**

- Ability to maintain confidentiality and trust;
- Strong time management skills with an ability and desire to multitask and work under deadlines;
- An excellent communicator to various stakeholders;
- Excellent project management skills with attention to details and proactive follow-ups;
- Team player with a strong problem-solving mindset.

**Please note:** Harris School of Public Policy is committed to equality, diversity and inclusion. Female candidates and minorities are encouraged to apply.