Accepting applications for:

**Hourly Student Internship**
Office of Equity & Human Rights

**Application deadline:** Friday, November 30, 2018
Visit [www.icgov.org/jobs](http://www.icgov.org/jobs) to apply online

Variable daytime hours up to 10 hours per week
Wage: $11.00 per hour
Office Hours: Monday – Friday, 8:00AM – 5:00PM

**Tentative Job Duration:** January 2019 through May 2019

**Job summary:**
Examples of duties: working with staff on social justice, racial equity and fair housing choice initiatives including gathering data, evaluating measures, and analyzing policies, practices and procedures; assisting in the outreach and educational efforts of the office to promote knowledge of one’s rights; creating documents and templates to assist in office outreach; working alongside staff on investigating complaints alleging discrimination in the areas of employment, housing and public accommodations. Some clerical duties may be assigned. Conducts self in a manner which promotes and supports inclusivity in the workplace and community. Performs all other related duties as assigned.

**Minimum qualifications:**
Candidates considered must be attending an educational institution accredited by DOE recognized accreditation body. Skills in data entry and Microsoft Office programs including Excel, PowerPoint and Word required. Requires the ability to work independently and meet deadlines.

**It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.**

Date posted: November 7, 2018