The Latino Cultural Center (LCC) is currently seeking an enthusiastic and creative Data Management Intern(s) to work alongside our team to sustain our center’s listers and develop assessment reports after each public program. If you are interested to learn how to collect, maintain, and produce data for an end of the year report to help grow an organization’s presence and relay information, we want to speak with you! Intern(s) will devote 75% of the time to this project and 25% to help with public events and office duties.

We encourage student(s) with a freshmen or sophomore standing to apply as this may lead to future employment at the LCC. They will need to dedicate **10 hours a week** towards the internship:

**Fall 2017:** September 11, 2017 – December 8, 2017 (13 weeks);
**Spring 2018:** January 29, 2018 – May 4, 2018 (13 weeks, off during Spring Break).

This internship is an excellent opportunity to learn the day-to-day operations of an art cultural organization and add this experience to your resume. Applicants that have federal work study are preferred, but not required. Depending on academic standing and course load; students may also qualify for course credit. Please speak with college advisor for further details.

**Responsibilities**
- Managing and keeping up to date all program evaluations, data reports as well as listserv(s);
- Verify that correct data were entered into the database;
- Ability to take initiative and be creative; and
- Assist LCC team with office duties as well as public programs and mural tours logistics.

**Requirements**
- Strong academic record;
- Must have excellent oral and written skills;
- Comfortable with public speaking;
- Working knowledge of MS Excel and Word;
- Must be available Wednesdays and/or Thursdays afternoons (2pm to 5pm);
- Capacity to work independently with minimal supervision and with a team;
- Organized, with an ability to prioritize assignments; and
- Creative and collaborative spirit.
Date: ______________________

Applicant’s Name: ______________________________________________________________

Email: _______________________________________________________________________

Phone number: ________________ Other number: __________________________

Major/Minor: _________________________________________________________________

Fall 2017 academic standing: _________________________________________________

Faculty reference (Name and email): ___________________________________________

__________________________________________________________________________

Please type your response to the following questions and attach application/document & resume. Submit to Edith Tovar at etovar4@uic.edu by Friday, September 1, 2017.

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1. Please describe your academic and professional assets/skills
   • Consider including the following: Writing, research, social media, graphic design, public event logistics, public speaking, interviewing, proofreading, photography/video, database management, evaluation, etc.).

2. Briefly describe your experience with
   • Intercultural engagement/cultural diversity projects &
   • Projects addressing Latino issues or social justice issues.
     o Provide social media examples (posts, promotional materials, etc.)

3. Describe what YOU wish to get out of this internship