Catalyst on Campus Office Assistant

The Catalyst Hub, North Park University’s Office of Civic Engagement and Experiential Learning, is looking for a part-time staff member to provide support for the growing Catalyst on Campus program.

In 2017, North Park University made a significant commitment to civic engagement by creating Catalyst 606—, an initiative that extended a window of opportunity on Wednesday afternoons for courses to experience and engage the city of Chicago. The Catalyst block, which consists of Wednesday afternoons from 11:40 a.m. to 4:10 p.m., is now earmarked for civic engagement and experiential learning activities. Consequently, many students and faculty are out in various neighborhoods throughout the city during this civic engagement block.

For students, faculty, and staff who do not have an off-campus session during this time, Catalyst on Campus invites the city of Chicago to North Park on Wednesday afternoons (12:30pm-2:30pm). The primary objective of Catalyst on Campus is to center the perspectives and work of local community leaders and stakeholders by bringing relevant conversations that take place across the city to campus.

The proposed position will focus on expanding the reach and impact of Catalyst on Campus and providing logistical support for the Catalyst office as needed.

This part-time position of approximately 12 hours a week will be paid at $15 per hour. The applicant must be available on Wednesdays from 11:00am to 4:30pm throughout the academic year.

Qualifications

- Bachelor’s degree in related field
- Deep awareness of and commitment to civic engagement and diversity, equity, and inclusion conversations and best practices
- Ability to plan multiple events simultaneously
- Great attention to detail
- Ability to develop written communications for a broad audience
- Public speaking for in-person and virtual audiences
- Ability to create print and digital marketing materials
- Willingness to recruit and work alongside student leaders to support programming
- Availability on Wednesdays from 11:00am to 4:30pm during the academic year with no exceptions