

The **Lumen Christi Institute** (LCI) seeks part-time student workers.

The institute's mission is to make the Catholic intellectual tradition a vital part of the culture of the secular university and the broader culture.

Lumen Christi was founded at the University of Chicago in 1997, inspired by a common vision articulated by scholars at the University. The Institute engages the university community in dialogue about the Catholic intellectual tradition through lectures, conferences, summer seminars, masterclasses, and non-credit courses — some of them ecumenical or interreligious — offered by top-notch academics from across the United States, Europe, and the world. LCI's programming also serves the wider Chicago community through in-person events and has grown a national and international audience through its online offerings.

### **Position Responsibilities**

We are looking for students who are interested in working on any of the tasks described below. Students generally will work in one or two of these areas:

- Set-up prior to events and clean-up after events
- Post flyers around campus
- Audio editing (experience with Audacity, GarageBand, Adobe Audition or other software is a plus)
- Graphic design (experience with Adobe InDesign or Canva is a plus)
- Research for future programming
- Assist with calendar/schedule management
- Scan documents
- Assist the development team with contacting donors and data entry
- Assist with purging/organizing storage areas at office and residential building

### **Position Requirements:**

- Strong organizational and planning skills
- Be able to work 5-10 hours per week
- Adept at using MS Office and Google Suite
- Ability to lift 40 lbs

To apply please send a cover letter and resume to: [jobs@lumenchristi.org](mailto:jobs@lumenchristi.org)