



ACI is Seeking an Intern!

Associated Colleges of Illinois (ACI) is a nonprofit organization consisting of 26 liberal arts and sciences colleges throughout Illinois. For 70 years, ACI has assisted students on their paths through higher education by creating programs and providing financial support to first generation, low-income and other at-risk students.

Our mission is to support member colleges and universities by advancing independent liberal arts and sciences education and helping underserved students succeed in college, career and life.

We are expanding our team to include a part-time intern to conduct research and assist with administrative tasks including, but not limited to:

- Input information, data and records in databases
- Update and post approved social media and website content; respond to web correspondence, social media posts and emails
- Research and gather information requested by team members
- Answer phone inquiries, direct calls, provide basic company information and schedule meetings; oversee mail deliveries and packages
- Perform clerical duties; create emails for distribution, maintain files, organize documents, photocopy, scan, etc.
- Run general office-related errands
- Shadow multiple office positions and train in a variety of tasks
- Assist with the logistical planning of current and future events including conferences and fundraisers

Requirements

- Proficiency in MS Office, familiarity with using databases is a plus
- Must be 18 years of age or older and authorized to work in the US
- Must be self-directed, motivated and able to work with minimal supervision
- Must be willing to work 1-2 days in our downtown office
- Strong organizational and communication skills
- Must be enrolled in a 4-year accredited college or university
- Students attending an ACI member school are strongly encouraged to apply

Benefits

- ACI offers a competitive hourly rate of \$16 per hour
- 16 hours weekly
- Hybrid/flexible work schedule, willing to work around academic schedule
- Designated office

*This is a three-month assignment with the possibility of renewal in spring.

To apply, please email your resume and cover letter to:

Constance Willoughby
Director of Programs
cwilloughby@acifund.org

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