

**Office of Diversity, Inclusion, Community Engagement and Equity (DICE)
New Haven Promise Internship Job Description
2022**

Department

The Office of Diversity, Inclusion, Community Engagement, and Equity (DICE) supports, celebrates, and encourages informative discourse about the differences among our Yale School of Medicine community members; in regard to inclusion, our ultimate goal is to build an inclusive climate that supports and promotes the retention of trainees from diverse backgrounds.

Responsibilities and Duties

We seek to employ a New Haven Promise student to assist with the implementation of three summer pipeline programs: [Yale School of Medicine Summer Research Program](#), [Yale Summer Enrichment Medical Academy \(YSEMA\)](#), and [Arts & Anatomy Science Academy \(AASA\)](#). Other office related tasks assigned as needed. Responsibilities include:

- Providing support for DICE programs and events (emails, answering phone, greeting guests, etc.)
- Coordinating program/ event logistics (room reservation, ordering supplies/ materials, organize large mailings, etc.)
- Maintain database for pipeline programs

Qualifications

This intern will report to DICE Director, Sr. Administrative Assistant and Graduate Intern. We are looking for the following skills and abilities:

- Excellent communication and interpersonal skills
- Familiar with the Microsoft package
- Independent and team worker
- Organized and detailed oriented
- Works well under pressure

Position Details

- Dates: May 23, 2022 – August 19, 2022
- Days and Hours: Monday- Friday, 8:30am-5:00pm (37.5 hours)
 - Some weekends and evenings will be required
- Hourly Wage: \$15.00/ hour