

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