



# Viewpoints Internship

## Position Description

**Who:** Open to all current UW undergraduate students who are interested in working for the UW diversity magazine, Viewpoints.

**Term:** One-quarter internships are available.

**Overview:** You will have the opportunity to be involved in every aspect of producing Viewpoints, the UW diversity magazine. This is a hands-on position where you will help the Viewpoints editor handle writing, editing, interviewing, research, design and production.

### **Duties Include:**

- Writing stories for Viewpoints
- Developing story ideas
- Consulting with the editor on design and photography
- Compiling roundups & event calendars
- Other duties as assigned—general office work
- Note: This is not a go-fer position. You will work hard, learn a lot and have a blast.

### **Desired Characteristics:**

- Excellent organizational and interpersonal skills
- Self-starter, able to work independently and as part of a team
- Strong writing skills
- Creative mind, great ideas and sense of humor a must
- Competency with Microsoft Word, e-mail and Internet exploration

**Hours:** The UWAA office is open Monday through Friday, 8 a.m. to 5 p.m. Interns can expect to work at least 10 hours per week during office hours.

**Credit/Compensation:** Student interns will receive 3-5 academic credits per quarter. Contact your undergraduate advising office for more information on academic credit. It is an unpaid position.

**Application:** To apply, send cover letter and resume to Jon Marmor, UWAA Communications Manager, by e-mail to [jmarmor@u.washington.edu](mailto:jmarmor@u.washington.edu), or by fax to (206) 685-0611. Positions are open until filled.