

**Carlson Leadership & Public Service Center
University of Washington Career Center**

Graduate Student Community Liaison and Mentor

The Carlson Leadership & Public Service Center seeks to recruit 4-5 paid graduate student interns to build out and facilitate community-based internships for undergraduate students in non-profit organizations in neighborhoods between Northgate and SeaTac.

Hours: 15 hours per week: Autumn, 2017-Spring, 2018.

Compensation: \$19 per hour

Position Description: Through a partnership with the UW's Career Center, the Carlson Leadership & Public Service Center will work with a team of graduate students in the on-going development and implementation of the Carlson Center's Undergraduate Community-Based Internship Program (UCBI). This paid internship provides a unique opportunity for graduate students at the UW to learn more about facilitating student learning, linking experiential opportunities to career readiness, program management, and a better understanding of the strengths and challenges faced by non-profit partners and communities in the Seattle/King County area.

Under the guidance of Carlson Center staff and Career & Internship Center collaborators, graduate students will engage in the following scope of activities:

Foster strong community-campus partnerships:

- Foster partnerships with nonprofit organizations in their assigned community/topic area who may be interested in hosting an undergraduate intern.
- Assist in the application and selection process for host organizations
- Assist in the recruitment, interviewing and placement of undergraduate interns into host organizations
- Coordinate an orientation for accepted host organizations.
- Perform site visits during each quarter to meet with the supervisors of students.
- Maintain communication with organizations throughout the duration of the internship.
- Communicate clearly and regularly with other Carlson Center staff regarding partnership strengths, challenges, and successes.

Mentor undergraduate interns:

- Work with undergraduates to develop personal and professional development plans as they relate to their goals at their host organization.
- Coordinate weekly professional and personal development opportunities for interns.
- Meet with students individually and in small groups to provide opportunities for reflection and coaching in relation to their personal and professional goals.

- Coordinate learning opportunities for students in relation to issues of anti-oppression strategies, social justice, and professional development.
- Implement a collaborative performance evaluation process.

Qualifications:

- Ability to communicate effectively verbally and in writing
- Ability to work collaboratively with other graduate students
- Excellent interpersonal skills
- Organized and detail-oriented
- Self-motivated to solve issues that may arise
- Interested in learning program skills in program implementation
- Committed to creating equitable campus-community partnerships
- Familiar with principles in student learning, asset based partnership, and anti-oppression work.

To apply please submit the following:

- A current resume as well as the names and contact information for two references.
- A cover letter outlining why you are applying for this internship and articulating your interests in mentoring undergraduate interns, working with under-represented communities, and developing community-campus partnerships. Please also include a description of 2-3 things you seek to learn from this graduate student internship.
- For those applicants selected for an interview, interviews will be held September 11th, 12th, and 15th. Please provide an indication of three 1 hour time blocks you are available on these dates for an interview. Skype interviews can be accommodated for those students who have not yet returned to campus.
- Graduate students selected for this academic year internship opportunity should plan to attend an orientation on September 25th from 3:30 pm-7:30 pm.

Deadline: Please submit all materials via email by August 29th at 11:59 pm Pacific time to Rachel Vaughn, Director, Carlson Leadership & Public Service Center, rvaughn@uw.edu. Questions may be addressed to the Carlson Center, attn.: Marsha or Meaghan, via serve@uw.edu or (206) 685-2705.