

Student Position Announcement

Service-Learning Assistant Carlson Leadership & Public Service Center

Center for Experiential Learning & Diversity
Undergraduate Academic Affairs

Work Study Job Number: CLPS04

The **Carlson Leadership & Public Service Center** develops service-learning, community-based participatory research, and leadership opportunities for UW students that sustain reciprocal partnerships, deepen learning, advance civic engagement, and contribute to our greater community. The Carlson Center is accepting applications for a **Service-Learning Assistant**. Service-learning is a learning experience that combines service with the community with structured preparation and reflection opportunities. Service opportunities are tied to academic coursework and address concerns that are identified and articulated by the community.

Objectives:

The Service-Learning Assistant will work in close cooperation with service-learning staff in the Carlson Center to provide support on key components of the center's service-learning program, and will provide administrative support to professional staff within the center, including duties related to our internship course (General Studies 350). The Service-Learning Assistant will contribute to the University of Washington's commitment to community engagement through supporting both community organizations and undergraduate students in the service-learning process.

Job Responsibilities:

- Under guidance of service-learning staff, participate in the development of undergraduate service-learning positions by communicating with contacts at community-based and non-profit organizations by phone, email, and in person.
- Assist in in-class presentations to service-learning classes at the beginning of each quarter.
- Provide peer advising by assisting students with service-learning and General Studies 350 registration processes and managing student inquiries both in person and over email.
- Process student service-learning and internship registration forms using the Carlson Center's database(s).
- Assist Carlson Center staff with administrative components of program assessment including scheduling meetings, administering student surveys, organizing data, and creating reports.
- Represent the Carlson Center at tabling and outreach functions on campus.
- Maintain and manage posts to the Carlson Center's social media accounts and our public service opportunities blog.
- Work at least 2 hours per week at the front desk of the Center for Experiential Learning & Diversity, in which the Carlson Center is co-located.

Required Qualifications:

- Excellent communication, interpersonal, and organizational skills
- Ability to work effectively with diverse populations of students, faculty, community partners, and staff
- Highly motivated and self-directed
- Genuine interest in community engagement and service
- Have attended at least three quarters at the UW prior to start date

Preferred Qualifications:

- Previous experience with community engagement/service/volunteer work with local community organizations or non-profits in the greater Seattle community
- Previous experience with public speaking and/or presentations
- Eligibility for federal or state work study, is a preferred (but not required)

Hours and Compensation:

- \$15 per hour
- 12 to 19 hours/week, flexible with student's schedule

Period of Appointment:

Starting Autumn Quarter 2017, continuing through the remainder of the 2017-18 Academic Year. Part time work over Summer Quarter 2018 is a possibility for those with a work study award. All current student assistants may be invited to return to staff for the 2018-19 academic year.

To apply: Submit resume and cover letter expressing your interest in the position as email attachments to Kathryn Pursch Cornforth, Associate Director at engage@uw.edu.

Applications will be accepted on a rolling basis. The position will remain open until filled.

To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450/V, 206.543.6452/TTY, 206.685.7264 (FAX), or dso@u.washington.edu.