

JOB TITLE	Carlson Civic Fellow
DEPARTMENT NAME	Carlson Leadership & Public Service Center
JOB LOCATION	120 Mary Gates Hall (Seattle Campus)
CONTACT/SUPERVISOR	Kathryn Pursch or Matt Wojciakowski
PHONE NUMBER	(206) 616-2885
EMAIL ADDRESS	engage@u.washington.edu
BOX NUMBER	352803
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [] Acad Year Only [X]
HOURS PER WEEK	Sum: 40 hrs/wk [] up to 19 hrs/wk [] Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$12 per hour (+ potential to earn a \$1000 - \$2,362 educational award)

This unique opportunity blends work at a Seattle community-service organization with an innovative academic component focused on community leadership. The Carlson Leadership & Public Service Center is located on the UW campus in Mary Gates Hall with a focus on connecting undergraduate students with community-based learning opportunities.

Duties and Responsibilities:

Carlson Civic Fellows will engage in the following:

Serving off-campus in the community for 10 hours per week

- Work at a local community-based social service organization with time split between direct service activities and administrative tasks -- may include working with other UW service-learning students to perform orientations, check-ins, reflections, recruitment, or developing new opportunities. *10 hours per week*

**Potential community organizations include: People for Puget Sound (focus on environmental service), Treehouse(focus on serving foster care children), Downtown Emergency Service Center (focus on serving homeless, particularly those with mental or addictive illnesses), Seward Park Environmental & Audubon Center (focus on environmental service), and North Helpline (focus on poverty).*

Additional on-campus expectations include:

- Participating in the GEN ST 348/349 “Community-based Leadership” course on Thursdays from 4:30pm-6:20pm during Winter and Spring Quarters (**REQUIRED**).
- Working to raise awareness of social issues and community-learning opportunities on campus, encourage other UW students to engage in service, engage in intellectual inquiry around their social issue area, and participate in structured training activities with the Carlson Center staff.

Minimum Qualifications:

- Reliable & organized with ability to prioritize work, handle multiple tasks, and be flexible
- Able to identify needs, take initiative, and work diligently
- Basic computer skills and strong writing ability
- Ability to develop and maintain professional relationships
- Strong work ethic and desire to learn about community-based organizations
- Patience and sensitivity toward working with a diverse population of individuals
- Preference will be given to students who have worked in the community or been involved in a Service-Learning course in the past

Educational Benefits:

- Gain a fuller understanding of skills, strengths and how to contribute to our community
- Deepen understanding of social issues
- Expand advocacy skills
- Improve time-management skills and project planning
- Gain experience in building community/university partnerships
- Work-study eligible students may also qualify to earn an additional educational award of \$1000 - \$2,362.

For more information see our website: <http://depts.washington.edu/leader/fellowships/civiccivellows.html>

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883

51% Comp. to Classified: Yes [] No []

State [] Federal []

Open [] Closed []

JOB NUMBER:

11CLPS01

JOB CATEGORY:

RESEARCH/SOC
