

Work Study Job Description

Job Title	Service-Learning Assistant
Department Name	Carlson Leadership & Public Service Center
Job Location	Mary Gates Hall 171
Pay Rate	\$10.00 - \$10.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	David Hlebain
Phone Number	(206)616-288
Email Address	engage@uw.edu
Website	http://www.washington.edu/carlson/
Box Number	352803

Nature of Organization

The Carlson Center develops service-learning and leadership opportunities for UW students that sustain reciprocal partnerships, deepen learning, advance civic engagement, and contribute to our greater community.

Duties and Responsibilities

- Under guidance of 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.
- Provide peer advising by assisting students with service-learning registration process and managing student inquiries both in person and over email.
- Represent the Carlson Center at tabling and outreach functions on campus.
- Maintain and manage posts to the Carlson Center's online blog for public service volunteer, internship, and job opportunities.

Minimum Qualifications

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

Educational Benefits

The Service-Learning Assistant will gain an in-depth understanding of experiential learning in a university setting. They will have ample opportunities to explore intersections between community-based service-learning opportunities and their own academic and professional pathways.

How to Apply

Submit a resume and cover letter as email attachments to David Hlebain at engage@uw.edu.

Job Number: CLPS04 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: y | Program: Federal