OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Diversity Programs Intern
Organization Name	Washington State Bar Association
Job Location	Downtown Seattle
Address	1325 4th Avenue # 600 Seattle WA 98101
Pay Rate	$15 - $20
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Felix Neals
Phone Number	
Email Address	felixn@wsba.org
Website	http://www.wsba.org/
EIN	91-6000552

Nature of Organization

Duties and Responsibilities

ThThis work-study position supports the Diversity Program Manager with ongoing projects in the focus areas above. Responsibilities include researching, summarizing, advising, and/or proposing recommendations to improve the quality of resources available; Research and identify opportunities using a broad variety of resources to include but not limited to WSBA website and intranet, the general internet, trade journals, association publications, white papers, legal and non-legal publications, networking resources, library resources, et. al.

Contact potential leads and develop relationships, knowledge banks, databases, information sources, etc.

Generate statistical and written reports synthesizing research findings and recommendations.

Minimum Qualifications

Effective written, spoken, and interpersonal communication skills Strong organizational skills Ability to work independently as well as part of a team Proficient experience with Microsoft Office, especially Excel Internet proficiency Ability to source and research information online using various search methodologies
Educational Benefits
The intern will support the Diversity Program Manager with diversity efforts in the Washington State Bar Association (WSBA) and the legal profession. The student receives on-the-job context for transitioning into the professional workforce (strategic critical thinking, problem solving, time management, identifying customers, setting priorities and objectives, planning, presentation skills, and self-evaluation.
How to Apply
Send resume/cover letter to hr@wsba.org

Job Number: 75WSBA01 | Category: Law | Program: Community Service - FED | Reimbursement Rate: 75%