Carlson Leadership & Public Service Center
University of Washington Career Center

Graduate Student Internship in Community Engagement Facilitation
The Carlson Leadership & Public Service Center seeks to recruit 5 graduate students for paid internships to build out and facilitate community-based internships for undergraduate students in non-profit organizations in 5 neighborhood zones between the University District and SeaTac.

Hours: 15 hours per week (Autumn, Winter and Spring Quarters)
Compensation: $19 per hour

Position Description: Through a partnership with the UW’s Career Center, the Carlson Leadership & Public Service Center will work with 5 graduate student interns in the development and implementation of a model non-profit internship program for undergraduate students.

Working with community partners and under the guidance of Carlson Center staff each graduate student intern will develop undergraduate internships in their assigned zone during autumn quarter. Once robust, high quality internship experiences with clearly defined learning objectives are developed, each graduate student intern will work with organizations hosting undergraduate interns to recruit and select students to work with their organizations during the winter and spring quarters.

With the guidance of colleagues in the UW Career Center, Graduate Student Interns will provide on-going training and support for the undergraduate interns with a focus on helping them articulate their learning and skill development through a career focused lens.

This internship provides a unique opportunity for graduate students at the UW to learn more about facilitating student learning, linking experiential opportunities to career readiness, and better understanding the strengths and challenges faced by non-profit partners and communities in the Seattle/King County area.

Qualifications:
We are looking for graduate students from a broad range of backgrounds and disciplines who have an interest in facilitating undergraduate student learning, fostering community-campus partnerships, and working towards equitable outcomes with communities. Students should be able to effectively communicate both verbally and in writing. Applicants should be excited to form a community of practice with other graduate students, interested in learning program implementation skills, and committed to understanding principles of best practice in student learning, asset based partnership development and anti-oppression work.

To Apply: To be considered, 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 facilitating student learning, 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 experience.

* For those applicants selected for an internship interview, interviews will be held October 22-23. Please provide an indication of three 1 hour time blocks you are available on October 22nd and 23rd between 11 am-5 pm for an interview. Applicants selected to move forward to an interview will be notified of their interview time and location no later than 2 pm on October 21st.

Deadline: Please submit all materials via email by 5 pm on Monday, October 19th to Rachel Vaughn, Director, Carlson Leadership & Public Service Center, rvaughn@uw.edu. Questions may be addressed to Rachel via email, or via phone at (206) 685-2705.