OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

# Work Study Job Description

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| **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** | Up to 19 hrs/wk |
| **Contact Supervisor** | Felix Neals |
| **Phone Number** | |
| **Email Address** | felixn@wsba.org |
| **Website** | http://www.wsba.org/ |

## Nature of Organization

Founded in 1888, the Washington State Bar Association is part of the judicial branch, exercising a governmental function authorized by the Washington State Supreme Court to license the states nearly 35,000 lawyers. The WSBA both regulates lawyers under the authority of the Court and serves its members as a professional association

## 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

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| Effective written, spoken, and interpersonal communication skills<br>Strong organizational skills<br>Ability to work independently as well as part of a team<br>Proficient experience with Microsoft Office, especially Excel<br>Internet proficiency<br>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%