Organization Description:
The Career & Internship Center at the University of Washington (UW) Seattle Campus assists students from all backgrounds as they explore industries and careers; learn about and develop skills for professional success; secure and reflect upon career-related experiences; articulate their skills and experience to others; and launch post-graduation plans. Our team has a deep appreciation of and respect for a diverse academic environment, inclusive of students, faculty, and staff of many social, economic, cultural, ideological, racial, and ethnic backgrounds.

Position Description:
The Career Diversity Intern will participate in the many career-related components of the University of Washington’s Career and Internship Center including shadowing appointments and drop-ins, outreach to campus community partners such as Office of Minority Affairs and Diversity (OMAD), Disabilities Resources for Students, the Kelly Ethnic Community Center, among others. The purpose of this position is to better serve students from unrepresented populations and cultivate partnerships with other campus units to expand our reach. In spring quarter the intern will work closely with the Assistant Director of Diversity Initiatives to provide support for the Bill and Melinda Gates Achievement Scholars, a cohort of under-represented need-based undergraduates, and help them find meaningful co-curricular career opportunities in and around the UW community. During summer quarter the graduate intern will assist in the planning of a professional development event designed for the Brotherhood Initiative, a program committed to supporting men of color at UW.

Career Interns will receive weekly supervision and regular trainings on relevant career topics. The minimum time commitment for the Career Diversity Internship is 11 hours per week at $16.39 an hour for spring and summer quarters 2020.

Learning Outcomes:
- A strong understanding of how a centralized career center functions at an R1 flagship institution
- 1-on-1 coaching experience with diverse first-generation undergraduate students
- Relationship building skills with Diversity and Inclusion partners across campus
- Event planning experience including professionalization and networking opportunities

Qualifications:
- Masters or PhD student interested in career coaching or related student-facing non-faculty work in higher education
- Basic understanding of UW co-curricular resources, programs, and departments
- Culturally competent with strong communication skills grounded in diversity and cognizant of the fluid intersectionality of UW students.
- Effective organizational skills

Application Materials:
- Cover letter. Please address your experience working with diverse populations of students and two things you hope to gain from completing this internship.
- Resume of qualifications, educational, and professional experiences
- Email application materials to ccsfd@uw.edu