DEPARTMENT DESCRIPTION:
The Career & Internship Center at the University of Washington (UW) Seattle Campus is a unit within the Division of Student Life. Our office 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.

DIVERSITY STATEMENT:
At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity, and justice for all.

PROJECT PERSISTENCE:
As part of our commitment to the student experience, the Career & Internship Center and the Division of Student Life will review each student employees' academic progress via GPA reviews. The intent of these grade checks is to offer our student employees holistic support and connect students to resources and academic support services should the need arise. These reviews will begin after you complete your first quarter of employment. GPA reviews have no impact on your selection for the position or your standing as an employee once you begin employment.

POSITION PURPOSE:
The purpose of this position is to better serve students from underrepresented populations and cultivate partnerships with other campus units to expand the reach of the Career & Internship Center.

POSITION RESPONSIBILITIES:
- Outreach to campus community partners such as the Office of Minority Affairs and Diversity (OMA&D), Disability Resources for Students, the Kelly Ethnic Culture Center, and more.
- Support the Bill and Melinda Gates Achievement Scholars through 1-on-1 coaching and event planning
- Plan professional development events for the UW Brotherhood Initiative
- Collect and analyze data and usage statistic for Career & Internship Center Services

QUALIFICATIONS:
- Masters or PhD student interested in career coaching or related student-facing 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.

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

SUPERVISION:
- This position will be supervised by Dan Herb, Internship Success Manager.
JOB HOURS AND PAY RATE:
• 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.

APPLICATION INSTRUCTIONS:
• 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