

CAREER & INTERNSHIP CENTER

UNIVERSITY of WASHINGTON

Division of Student Life



DEPARTMENT 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.

DIVERSITY STATEMENT:

At the University of Washington, diversity is integral to excellence. The Career & Internship Center values and honors diverse experiences and perspectives. We strive to create welcoming and respectful learning environments, and promote access, opportunity, and justice for all.

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 ccsf@uw.edu