



## Career Diversity Intern Position Description

### 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; 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 PURPOSE:

The purpose of the Career Diversity Intern is to better serve students from underrepresented populations and cultivate partnerships with other campus units to expand our reach.

### 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. During summer quarter the 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.

### LEARNING OUTCOMES:

- A strong understanding of how a centralized career center functions at large, public 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

### COMPENSATION:

The minimum time commitment for the Career Diversity Internship is 11 hours per week at \$17.29 an hour for spring and summer quarters 2022.

### 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 and demonstrated organizational skills

### APPLICATION PROCESS:

- Application Prompt (no more than 400 words):
  - 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 [dherb@uw.edu](mailto:dherb@uw.edu)