

Position available: Graduate Student Mentor

The Carlson Leadership & Public Service Center seeks to recruit five paid graduate student mentors to facilitate community-based internships for undergraduate students in non-profit and public sector organizations in the University District and south of downtown Seattle.

Hours: 15-18 hours per week during autumn, winter, and spring quarters. Hours during winter (December) and spring (March) breaks are optional. Preferred start date the week of September 9.

Compensation: \$19 per hour

Position Description: Through a partnership with the UW Career & Internship Center, the Carlson Leadership & Public Service Center works with a team of graduate students in the ongoing development and implementation of the Undergraduate Community-Based Internship Program (UCBI). This paid internship provides a unique opportunity for UW graduate students to learn more about program administration, facilitating student learning around equity issues, and linking experiential opportunities to career readiness. Students will gain a better understanding of the strengths and challenges faced by non-profit partners and communities in the Seattle area.

Under the guidance of the UCBI Community Engagement Manager, graduate students will engage in the following activities:

Mentor undergraduate interns

- Assist with recruitment, application, and selection processes for intern candidates
- Host outreach events and informational sessions for candidates
- Coordinate an orientation for selected interns
- Work with undergraduate interns to develop personal and professional development plans as they relate to their internship goals
- Coordinate weekly cohort meetings to foster personal and professional development opportunities for interns
- Facilitate weekly large and small cohort meetings for undergraduate interns
- Develop content around equity, asset-based community development, and anti-oppression strategies
- Meet with students individually and in small groups to provide opportunities for reflection and coaching in relation to their personal and professional goals
- Implement a collaborative performance evaluation process

Foster strong community-campus partnerships

- Assist with the application and selection process for host organizations
- Assist with recruitment, interviews, and placement of undergraduate interns into host organizations
- Coordinate an orientation for accepted host organizations
- Perform site visits during each quarter to meet with site supervisors
- Maintain communication with organizations throughout the duration of the internship

Qualifications:

- Familiar with principles in student learning, asset-based community development, and anti-oppression work
- Ability to communicate effectively verbally and in writing
- Ability to work collaboratively with other graduate students and Carlson Center staff
- Excellent interpersonal skills
- Organized and detail-oriented
- Self-motivated to solve issues as they arise
- Committed to creating equitable campus-community partnerships

To apply please submit the following:

- A current resume including the names and contact information for two references.
- A cover letter outlining why you are applying for this internship and articulating your interests in mentoring undergraduate interns, working with underrepresented communities, and developing community-campus partnerships. Please also include a description of two to three things you seek to learn from this internship.
- Interviews will be held August 19-21. Zoom interviews can be accommodated for students who have not yet returned to campus. Applicants selected to move forward to an interview will be notified of their interview time and location no later than August 14.
- Graduate students selected for this year-long internship opportunity should plan to attend orientation on September 12 and 13. Specific times and location TBD. In addition, there is a required racial equity training for all Carlson staff on September 24, 1:00-5:00.

Deadline: Please submit all materials via email by **Friday, August 9** to engage@uw.edu. Questions can be directed to the email listed or to Katie Wallace, UCBI Community Engagement Manager, via phone at (206) 221-1910.