

PROGRAMMING & EVENTS GRADUATE INTERNSHIP

Department Description

The Husky Union Building (HUB) is a department within the Division of Student Life. The HUB supports the Husky Experience by enhancing UW community, providing a dynamic event center, and fostering student engagement. The HUB as a department provides numerous services, meeting and event spaces, activities, and entertainment. The HUB as a student union is also home to several offices, services, and programs for the UW community.

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.

Job Description

The HUB Programming & Events Graduate Intern works with the Assistant Director for Communications & Development to create, plan, and facilitate HUB-initiated programming. HUB programming is supplemental to existing campus programming in content, time, and place. The goal of HUB programming is to build community and connection, create a lively and engaged student union, and provide new and unique experiences for students. The HUB Programming & Events Graduate Intern will work to identify opportunities, partnering with Registered Student Organizations (RSOs) and other UW departments to fulfill the HUB mission.

Responsibilities

- Create, plan, facilitate, and provide administrative support for HUB programs and events
- Provide leadership for HUB Programming & Events Intern
- Cultivate relationships with campus partners including RSOs, ASUW, GPSS, and other UW departments
- Collaborate with HUB professional and student staff, including the Student Activities Office and ASUW Arts & Entertainment for HUB Culture and Pop Programs (CaPP) events
- Identify programming gaps and new opportunities through research, consultation, and student feedback
- Attend and participate in Creative Team, All Staff, and Board of Representatives programming and events subcommittee meetings; attend department trainings
- Maintain communication with the Assistant Director for project updates, assignments, and progress reports
- Other duties as assigned

Minimum Qualifications

- Bachelor's degree
- Enrolled in a graduate program (as of September)
- Initiative and the ability to follow-through on tasks, projects, and deadlines
- Demonstrated ability to work autonomously, multi-task, and manage time effectively
- Strong interpersonal communication skills
- Professional demeanor including creativity and flexibility
- Ability to work within the philosophy, mission, and purpose of the HUB

Preferred Qualifications

- Event planning or programming experience
- Previous or current membership in student government, RSO, or related organizations
- Awareness of the positive value of campus involvement and leadership
- Ability to understand, articulate, and learn issues of social justice and cultural competency

Learning Competencies

The HUB provides student employees with a meaningful work experience. Some intended learning competencies that will be developed in this position include:

- Communication
 - Articulate thoughts and ideas clearly in written and oral forms to internal/external entities
- Critical Thinking/Problem Solving
 - Exercise sound reasoning to analyze issues and make decisions
 - Obtain and use knowledge, facts, and data in problem solving process
- Personal Responsibility
 - Demonstrate effective work habits such as punctuality, teamwork, time management, and integrity
 - Use mistakes as learning opportunities
- Leadership
 - Leverage strengths of self and others to achieve common goals
 - Mentor and develop others
 - Use emotional intelligence to motivate, prioritize, and delegate work

Supervision

This position will report to the Assistant Director for Communications & Development.

Compensation & Job Hours

\$16.00/hour for up to 19.5 hours per week (September – June; exact dates negotiable). Occasional evening and weekend hours based on programs, events, and training. Schedules are based upon workload, class schedule, and academic responsibilities. Ideal candidates can commit to at least one academic year.

Project Persistence

As part of our commitment to the student experience, the HUB and the Division of Student Life will review each student's academic progress via GPA reviews. The intent of these grade checks is to offer our interns 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.