Position available: Service-Learning Operations Assistant
Work Study Job Number: CLPS02

The Carlson Leadership & Public Service Center develops and supports programs designed to incorporate academic coursework with community-based learning and leadership. Through campus and community collaborations, the Carlson Center aims to cultivate knowledge, skills, and capacities that create an equitable and liberated world. The Carlson Center is accepting applications for a Service-Learning Operations Assistant. Service-learning combines service in the community with structured preparation and reflection opportunities. Service opportunities are tied to academic coursework and address concerns that are identified and articulated by the community.

**Hours:** 12-19 hours per week, flexible with student's schedule
**Compensation:** $16 per hour

**Objectives:** The Service-Learning Operations Assistant will work in close cooperation with service-learning staff in the Carlson Center to provide support on key components of the center's service-learning program, and will support Carlson Center internal operations and data use. The Service-Learning Operations Assistant will contribute to the University of Washington's commitment to community engagement through supporting both community organizations and undergraduate students in the service-learning process.

**Job Responsibilities:**
- Under guidance of service-learning staff, participate in the development of undergraduate service-learning positions by communicating with contacts at community-based and non-profit organizations by phone, email, and in person.
- Provide peer advising to students engaged in service-learning, managing student inquiries both in person and over email.
- Support service-learning staff in quarterly database(s) management with processing forms, updates and documentation.
- Assist in in-class presentations to service-learning courses during the quarter.
- Manage survey creation, implementation and data reporting for the service-learning program.
- Support Carlson Center administrative operations such as internal communications, calendaring, all staff event planning, and process documentation.
- Represent the Carlson Center at tabling and outreach functions on campus.
- Work a maximum of 2 hours per week at the front desk of the Center for Experiential Learning & Diversity, in which the Carlson Center is co-located.
**Required Qualifications:**
- Financial aid eligibility
- Excellent communication, interpersonal, and organizational skills
- Ability to work effectively with diverse populations of students, community partners, and staff
- Highly motivated and self-directed
- Genuine interest in community engagement and service
- Interest in personal and professional development

**Preferred Qualifications:**
- Experience with community engagement/service/volunteer work with community organizations or non-profits in the greater Seattle community
- Practice in public speaking and/or presentations
- Exposure to platforms such as Catalyst, Excel, Google Forms, SurveyMonkey
- Comfort with quantitative and qualitative data analysis

**Benefits:**
- Valuable experience for students to gain professional and personal development through work experience and coaching
- Interesting/relevant work environment for students who are already involved or interested in student services, public service, and non-profit work.

**To apply please submit the following:**
- Submit resume and cover letter expressing your interest in the position as email attachments to Donna Pham, Community Engagement Manager at engage@uw.edu.
- Applications will be accepted on a rolling basis. The position will remain open until filled. Application review will begin immediately, and priority consideration will be given to applications received by August 23rd.
- Student selected for this role should plan to attend a required racial equity training for all Carlson staff on September 24, 1:00-5:00.
- To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450/V, 206.543.6452/TTY, 206.685.7264 (FAX), or dso@u.washington.edu.

**Priority Deadline:** Please submit all materials via email by **Friday, August 23** to engage@uw.edu. Questions can be directed to the email listed or to Donna Pham, Community Engagement Manager, via phone at (206) 542-4282.