

THE WILLIAM D. RUCKELSHAUS CENTER

UNIVERSITY OF WASHINGTON

Ruckelshaus Center Internships

Center Background

The William D. Ruckelshaus Center (Center) is a neutral resource for collaborative problem solving in the State of Washington and the Pacific Northwest. The Center provides expertise to improve the quality and availability of voluntary collaborative approaches for policy development and multi-party dispute resolution. The Center is a joint effort of Washington's two research universities and was developed in response to requests from community leaders. Building on the unique strengths of the two institutions, the Center is dedicated to assisting public, private, tribal, non-profit and other community leaders in their efforts to build consensus and resolve conflicts around difficult public policy issues. The Center also advances the teaching and research missions of the two universities by bringing real-world policy issues to the academic setting. The Center is hosted at the University of Washington (UW) by the Daniel J. Evans School of Public Affairs, and at Washington State University (WSU) by WSU Extension (Additional information is available at www.ruckelshauscenter.wsu.edu).

The Center combines a neutral setting with stakeholder involvement, access to information and analysis, university research and fact-finding, and involvement from its prominent Advisory Board to help advance issues, increase trust and find solutions. The Center responds to needs where involvement by the Universities adds particular value. The Center uses the tools of alternative dispute resolution and collaborative decision-making to help parties work together effectively, overcome barriers and reach resolution on important issues. This can include meeting facilitation, mediation, "shuttle diplomacy," alternative/option formulation, and other approaches. The Center also provides project management and strategic planning services that ensures process conception, design, formulation and execution is appropriate to the situation, creative and conducive to making consistent progress.

Internship Overview

The internship experience is designed for graduate students and recent graduates to gain practical experience, under supervision, in a real world setting. This is a paid position. Duties will be varied and may contain a combination of project support, research, training development and administrative tasks.

Project Support: Support the Center's current and potential projects, including logistics, scheduling, note taking, and summaries for project meetings. In addition, may provide project research and writing including analytic reports, some informal for internal use, and some that will go to large groups of community leaders and policy makers, including federal and state elected officials, tribal leaders, and others to be posted on our web site. All of these will require research and analysis, and independent, complete work. Perform data gathering through normal web, library and field

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research, perhaps including interviews. Position may include project coordination and preparation of background or briefing materials for the Center's board or others, participation in project team strategy sessions, and/or helping to track lessons learned from Center projects.

Research: Provide support for conducting research and drafting project and research reports. The Center provides university-based applied research and fact finding to help establish a common information base that is often a critical step in the development of a collaborative solution to a complex public policy challenge.

Training: Support the development and management of programs that provide knowledge, training and infrastructure development to improve the collaborative problem-solving capacity of individuals and institutions in the region. The Center's training programs (delivered in-person or via technology) are tailored to the individual needs of organizations and institutions participating—or preparing to participate—in collaborative public policy processes. The Center's trainings also focus on developing the collaborative capacities of policy makers in deliberative bodies such as legislatures, commissions and councils.

Administrative Tasks: Perform a variety of duties in support of the Center. Includes logistics, scheduling, note taking, meeting summaries, facilitating staff meetings, filing, correspondence, responding to inquiries, as well as other duties. Administrative duties will not be the major focus of the intern's role. However, being exposed to such duties does provide for an in-depth, broad experience with the Center and its operations. And the Center has an “all hands on deck” approach under which all core staff members participate in ensuring administrative tasks are completed.

Supervision

Interns report directly to the Center's Operations Manager but will also be assigned a Center faculty or staff mentor and may work directly with that person. Interns are encouraged to have interactions with all Center faculty and staff, and may have the opportunity to interact with the Center's Advisory Board, stakeholders and partners at the universities and in the communities.

To Apply

Submit a cover letter and resume to ruckelshauscenter@wsu.edu. Applications are accepted on a rolling basis and often considered quarterly. For more information, contact Operations Manager Cheryl Rajcich at cherylr@wsu.edu.