

Graduate Student Internship Position: Unite UW Program Management Intern

Job Description

Unite UW is an on-campus cultural and personal exchange program under the Office of Student Life Division. This quarterly program connects domestic and international students, to enrich cultural understandings, foster lasting personal connections, and create a community of belonging.

We are seeking a self-motivated hourly graduate student assistant to support day-to-day program operations, manage social media, and develop alumni engagement plans. **The Unite UW Program Management Intern will value the program's goals and expectations, demonstrate passions in cross-cultural exchange, and be self-motivated to provide high quality custom service.** The intern will be supervised by the International Student Engagement Specialist.

General Responsibilities

Program Support

- Assist day-to-day operations, including reviewing applications, reserving facility, food & transportation, and supporting program leaders to plan new events.
- Attend and facilitate 2 retreats each quarter: one for facilitator training and the other for participant bonding. Both happen during weekends.
- Facilitate promotional events, such as Dawg Daze, info sessions, resource fairs, tabling on campus etc.
- Process quarterly program reflections and assist annual program assessment
- Take on other program related responsibilities as needed

Social Media Management

- Manage all program social media platforms (Facebook, Instagram, Snapchat, etc.)
- Create and implement an annual promotion campaign on social media
- Work with each program photographer to post photos and updates promptly on Facebook
- Maintain Unite UW program website

Alumni Engagement Development

- Plan and assist core alumni events, such as Thanksgiving reunion, end-of-year BBQ, etc.
- Manage alumni Facebook page and alumni bio database
- Create quarterly low cost alumni bonding activities

Qualifications

- Registered UW graduate student who meets the UW student employment policy at <http://www.washington.edu/admin/rules/policies/EAP/CH104.html>
- Minimum 1-year administrative experience that involves event planning and program operations
- Demonstrated experience in marketing and advertising campaigns preferred
- Social media savvy, with demonstrated skills on Facebook, Instagram, Twitter, Snapchat, etc.
- Flexible with schedule, able to work some evenings and weekends
- Strong written and verbal communication skills
- Professional, reliable, and detail-orientated

Potential Areas of Learning and Development

This internship provides the opportunity to explore, develop competence in, and gain experience with the following areas:

- Higher education leadership and student services
- Project management and event planning
- Program assessment
- Challenges and nuances in cross-cultural exchange
- Exploring opportunities to engage and support alumni
- Relationship building within a diverse and inclusive community
- Written and oral communication

Hours & Rate

Hours: up to 19 hrs/week at the rate of \$19/hour, require some evenings and weekends

Length of position: September 15, 2017 through June 29, 2018

This position is Work Study eligible.

How to Apply

Husky Job ID #: 116904

Application deadline: open until filled

Interviews: Skype/phone interviews are available.

Materials: Resume & Cover Letter. Prior to an interview, you will be informed to prepare some relevant artifacts.

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