

2016-2017 Stroum Center Undergraduate Student Intern

The Stroum Center for Jewish Studies

The [Stroum Center for Jewish Studies](#) at the University of Washington, a program of the [Jackson School for International Studies](#), engages a diverse student body and the local Seattle community through programs, courses, and lectures that explore universal questions and concerns through the lens of global Jewish experiences.

Intern Responsibilities and Duties

The Stroum Center seeks undergraduate student interns to support its community and student-facing work in the 2016-2017 academic year. The internship begins in mid-September, preferably before UW starts, and ends approximately mid-June.

Responsibilities include:

- Supporting the planning, implementation and publicity of community programs by:
 - Tracking event registration
 - Maintaining a contact database
 - Helping to create, design, and circulate promotional materials for events
 - Helping with set up and clean up at events
 - Working the registration desk at events
- Promoting, organizing and attending Jewish Studies Student Advisory Council meetings and other student events
 - Recruiting students and cultivating relationships with members of the Jewish Studies Student Advisory Council through email and in-person meetings
 - Developing agendas and taking notes at Advisory Council meetings
 - Connecting with students regarding upcoming events of interest to students
 - Designing and staffing a table at Dawg Daze, as well as developing and implementing activities to promote Jewish Studies events to students in the winter and fall quarters
- Promoting Jewish Studies courses
 - Updating course descriptions and links on the Stroum Center course page site each quarter
 - Posting flyers around campus and at local coffee shops
 - Creating an e-newsletter to send to Jewish Studies students each quarter
 - Creating, sending, and tracking data from student survey sent to Jewish Studies students each quarter
- Serving as an ambassador for the Stroum Center for Jewish Studies
 - Answering phones and responding to inquiry emails as needed

- Attending events and serving as a welcoming presence
 - Attending Stroum Center Community Advisory Board meetings as needed to offer a student perspective
- Other special projects as assigned

Minimum Qualifications

Enrolled undergraduate student at UW. Strong interpersonal and communication skills; ability to use tact and diplomacy in working with students, staff, faculty, and community members in a friendly, courteous manner both in person, on the telephone and via email. Strong organizational skills; independent, flexible and curious; ability to multitask and take initiative. Ability to communicate with supervisor and staff members to prioritize tasks and projects. Basic proficiency in Excel and Word. Dependable and reliable with consistent schedule and availability. Some evening availability for events.

Desired: Experience with EventBrite, Mailchimp, WordPress, SmugMug, digital photography.

Educational Benefits

Stroum Center Interns will apply theory to real-life situations; receive mentoring and supervision from Stroum Center professional staff; and will be exposed to an office environment. Interns will gain experience developing organizational and communication skills and exposure to event planning. Opportunities to network with staff, faculty and community members who have an extensive relationship with the university and Greater Seattle community. Flexible schedule that works around classes.

Interns from all backgrounds and disciplines are welcome.

The internship is designed for approximately 10-15 hours per week, depending on availability.

This is a paid internship. Interns will be paid \$15/hour.

To apply

To apply, please submit a resume, unofficial UW transcript, and cover letter explaining why you are interested in the internship and the relevant experiences and skills you have that will support your candidacy.

The cover letter should also include the candidate's:

- Full name
- Campus mailing address
- Home mailing address
- Cell phone number



STROUM CENTER FOR JEWISH STUDIES

UNIVERSITY *of* WASHINGTON

Henry M. Jackson School of International Studies

- Email address
- UW Net ID
- UW Student Number

Send all materials to jewishst@uw.edu.

Timeline

- Applications are due by midnight on Thursday, May 26. Applications will be reviewed after the submission deadline.
- In-person interviews will be offered and conducted between May 31-June 8.
- All applicants will be notified of decisions by mid-June.