



Office of Minority Affairs & Vice Provost for Diversity
ETHNIC CULTURAL CENTER/THEATRE
3931 Brooklyn Ave NE – Box 355650
Seattle, WA 98105

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ecc@u.washington.edu <http://depts.washington.edu/ecc/>

**Ethnic Cultural Center/Theatre
Graduate Staff Assistant Position
Public Relations and Promotions Intern**

The Ethnic Cultural Center/Theatre **Public Relations and Promotions Intern** position is responsible for the development and producing of all ECC/T promotions and marketing plans, publications and assist student organizations develop projects and ideas. The position is scheduled to work 20 hours per week.

Responsibilities:

Public Relations and Promotions Intern

- Assist the Director with composing and editing articles and press releases
- Develop quarterly ECC/T newsletter/magazine – four (4) editions
- Develop comprehensive guidebook to promote ECC/T programs and services
- Submit articles to various publications/media venues as required to promote the ECC/T events, programs and services – e.g. OMA Contact Newsletter, UW Daily, UWEEK, GPSS, Housing and Food Services, Faculty Senate and community publications
- Assist ECC/T staff in the development and creation of promotional materials that welcome the general public - flyers, posters, brochures, orientation materials, quarterly calendar, Project Visibility, updating website, etc.
- Assist Director with administrative publications – SAFC proposal, SAFC orientation materials
- Coordinate outreach to campus and community through tabling events and presentations
- Photograph ECC/T, Student Organization and Campus events
- Interview students, staff, and faculty for “spotlight” stories

Administrative

- Work with ECC/T Webmaster in preparation of advertising flyers and poster production, and other public relations materials
- Required attendance to all ECC/T staff meetings
- Hold office hours to maintain regular contact with student organizations and ECC/T staff and OMA

- Assist ECC/T staff in event and activities as needed; occasional evening and weekend hours
- Provide general ECC/T front desk office coverage when needed
- Meet with Director to update and provide monthly report
- All other duties as assigned by Director or Director's designee

Qualifications/Skills

- UW graduate student (must be enrolled full-time-10 credits)
- Experience in working with students of color student organizations and issues relating to them
- Experience and interest in working with diverse campus and community populations
- Highly organized
- Experience using Microsoft Office and Adobe Creative Suite
- Excellent verbal and written communication skills

Additional Requirements:

Desired experience and sensitivity to diverse groups of students in a multicultural setting

Conditions of Employment:

Due to the Ethnic Cultural Center/Theatre's hours of operations, the work schedule for this position is set as follows. This position has heavy seasonal peaks that may require the employee to work beyond a normal work week (e.g. more than 40 hours a week)

Under the Conditions of Employment

- Ability to sit for 5.5 hours per day or more
- Ability to lift 0-50 lbs between 2.5 and 5.5 hours per day
- Ability to carry 15 to 25 lbs between 2.5 and 5.5 hours per day
- Ability to climb (step stool, ladder, stairs); reach above shoulder height for less than 1 hour per week
- Ability to keyboard/type the fine manipulation such as using a mouse and handwriting for 2.5 to 5.5 hours per day
- The position does require some physical work in setting up table and chairs, easels, projectors, portable screens, equipment, along with hanging curtains or banners for special projects or events. This may include climbing ladders to do so. The frequency of each is dependant on the day/event.

****Candidate will be required to attend the following:***

- ***Staff Retreat – June 17 and 25-26, 2009, Location: TBD***
- ***Staff Orientation and Training – September 14-18, 2009, Location: ECC/T***

General Information

Appointment period: September 15, 2009 – June 15, 2010

Hours: 20 hours a week

Salary: Approximately \$1,488.00 per month. Appointment includes in-state tuition and health insurance/benefits. Graduate Student Assistant Intern Appointments funding is subjected to budget approval for 2009-2010

The University's policy regarding graduate student service appointments is set forth in detail in Executive Order 28. You may access this information at:

<http://www.grad.washington.edu/fellow/gradservice.htm>

To Apply

Submit a cover letter and résumé describing qualifications for meeting the above responsibilities. The cover letter should include: Full Name, UW Academic Program you are enrolled or will be enrolled in, and an email address and phone number where you can be contacted. Send application materials to:

Victor Flores
Director
Ethnic Cultural Center/Theatre
Office of Minority Affairs and Diversity
3931 Brooklyn Avenue
Box 355650
Seattle, WA 98105

or by email to vflores@u.washington.edu. For any questions or comments, please contact Victor Flores at 206.543.4635.

Deadline – June 5, 2009 by 5:00 PM