



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
Student Advisor Intern**

The primary function of the ECC/T **Student Advisor Intern** is to assist the Student Advisor in the Ethnic Cultural Center/Theatre's efforts to provide advising and program services to students and student groups with regards to the use of Ethnic Cultural Center/Theatre (ECC/T) services and facilities; as well, training of student groups in University and State policy and procedures. This position is scheduled to work 20 hours per week.

Responsibilities:

- Coordinate one program per academic quarter; organize logistics for quarterly programs focusing on leadership and organizational development - cultural, social, academic, personal and professional development
- Assist the Director, Assistant, and Student Advisor in planning, designing, and implementation of student organization events and development workshops.
- Assist the Director, Assistant Director, and Student Advisor in advising student organizations on matters of university policy, event planning, and other matters pertaining.
- Interpret University and state policies, procedures, regulations, and legal requirements related to the expenditures of University Funds.
- Participate in the promotion of the ECC/T by providing tours and helping to maintain facility integrity as well as participate in presentations at campus wide events
- Participate on behalf of ECC/T at University and college campuses, for meetings, committees, informational fairs, and public informational events.
- Participate on behalf of ECC/T on committees, meetings, projects, and task forces with in the Office of Minority Affairs.
- Create and maintain professional working relationships with collegial advisors, faculty and staff.
- Attend monthly Student Advisory Board meetings
- Work with ECC/T Webmaster in preparation and follow-up of press releases, advertising flyers and poster production, and other public relations materials

Other Duties/Responsibilities:

- Required attendance to all ECC/T staff meetings, student leadership and community retreat, staff orientation and staff retreat
- Hold office hours to maintain regular contact with student organizations
- Assist ECC/T staff in activities as needed
- Provide general ECC/T front desk office coverage when needed
- Occasional evening and weekend hours
- Meet with Director and/or Leadership Team to update and provide monthly reports
- All other duties as assigned by Director or Director's designee

Qualifications/Skills:

- UW graduate student (must be enrolled full-time-10 credits)
- Experience and interest in working with diverse campus and community populations
- Highly organized
- Experience in using Windows and Microsoft Office
- 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