

THE WILLIAM D. RUCKELSHAUS CENTER

UNIVERSITY OF WASHINGTON

Project Intern

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 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

This is a paid position (\$15/hour). Applications are accepted on a rolling basis. To apply, submit the following materials with the subject line "Project Internship Application" to ruckelshauscenter@wsu.edu.

- Cover Letter that describes your interest in working for the Ruckelshaus Center, and any previous experience with development, events and/or foundation research/relations
- Resume/CV
- Three professional references and their contact information
- Writing sample

For more information, contact either Operations Manager Maria Anguiano at m.anguiano@wsu.edu, or Senior Project Lead Amanda Murphy at amanda.g.murphy@wsu.edu.