K-12 Connections Coordinator
Paid Internship for Fall 2018 and Spring 2019

Internship Overview
The Institute for School Partnership in collaboration with The Gephardt Institute for Civic and Community Engagement is hiring for a paid student intern to support The K-12 Connections program. K-12 Connections is Washington University’s link between local schools seeking campus assistance for special events and student volunteers seeking involvement in urban education. The K-12 Connections Coordinator responds to school requests, designs on-campus and off-campus opportunities for K-12 students, recruits and trains WashU volunteers as K-12 Ambassadors, and develops partnerships with other campus groups, departments, and offices. The program is coordinated collaboratively by the Gephardt Institute, the Institute for School Partnership, and Office of Government and Community Relations. The intern reports to and collaborates most closely with staff in the Gephardt Institute and the Institute for School Partnership.

Specific Responsibilities

1. Respond to school requests for WashU involvement and design opportunities
   - Professionally represent WashU in the St. Louis community and sustain WashU’s existing urban education partnerships with University City School District, St. Louis Public Schools, and university sponsored charter schools.
   - Field inquiries from local schools interested in partnering with WashU by responding to phone calls, emails, in-person requests, etc.
   - Organize and prioritize submissions from schools seeking WashU involvement.
   - Design relevant field trip opportunities with the Institute for School Partnership, especially around WashU’s offerings in the arts and STEM fields.
   - Coordinate all logistical aspects of K-12 special events and field trips to WashU, including reserving space, arranging staffing and guest speakers, hospitality arrangements, staffing events, and other event details, and/or providing assistance to WashU staff in implementation of events.

2. Recruit and coordinate K-12 Ambassadors, WashU volunteers
   - Recruit volunteers to participate in the K-12 Ambassadors program, including direct marketing efforts and development of recruitment strategies.
   - Coordinate orientation and training for all K-12 Ambassadors at the conclusion of each recruitment cycle and/or as the need arises.
   - Facilitate the K-12 Ambassadors program organizing bi-monthly meetings and discussions.
   - Match interested student volunteers and student groups with expressed needs from local schools.

3. Facilitate campus partnerships
   - Maintain regular communication (including email, phone calls, and in-person meetings) with the WashU staff associated with the K-12 Connections program as well as teachers, staff, and administrators at local schools.
   - Coordinate and set the agenda for a weekly meeting with K-12 Connections professional staff.
   - Collaborate with academic departments and other campus entities the Performing Arts Department and the Olin Library to develop half-day field trip itineraries for visiting schools.
   - Coordinate formal presentation and informational meetings for interested WashU departments and organizations.
   - Reach out to student groups to develop ongoing collaborations for involvement in urban education service.
Serve as an essential member of the Gephardt Institute staff:

- Attend kick off staff retreat and bi-monthly staff meetings for ongoing professional development and office-wide coordination.
- Support Gephardt Institute office efforts including staffing the reception desk, supporting special events, and posting flyers as needed.
- Participate in team efforts outside the office during special events such as the Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.
- Assist students and student groups seeking information about community service opportunities through on-campus groups and off-campus agencies.
- Write a semester report and update the Coordinator manual each semester.
- Model professionalism and ethical leadership in and outside the office through adherence with Washington University policies and procedures, office expectations, and standards.

Desired Qualities of Successful Candidates

- Initiative and professionalism
- Professional oral and written communication skills
- Strong interpersonal & organization skills
- Flexibility and creative problem-solving skills
- Tolerance for ambiguity
- Sense of humor
- Commitment to civic engagement and/or youth development
- Previous tutoring/mentoring experience with K-12 Students
- Interest in arts, humanities and STEM and/or in developing field trips around them
- Genuine interest in collaborating with a wide variety of people at varying levels of responsibility

Time Commitment

Weekly time commitment may fluctuate depending on responsibilities. The K-12 Connections Coordinator is expected to work approximately 10 hours per week during two academic semesters (fall 2018 and spring 2019). Hours are flexible based on student’s schedule, often include evening/weekend commitments, and generally occur in the office between 8:30am-5:00pm Monday through Friday. The intern’s time is divided among the Gephardt Institute, the Institute for School Partnership, and scheduled field trips or outreach events.

All Gephardt Institute interns are expected to attend a 4-5 hour staff retreat each semester before classes begin. Ideally, the K-12 Connections Coordinator will be available for transitioning beginning in April 2018.

Duration

The internship is for the 2018-2019 academic year, with the possibility of renewal for part or all of the following academic year.

Eligibility

All Washington University students who will be enrolled full-time during the 2018-2019 academic year as juniors, seniors, or graduate students, are eligible to apply. 3.0 minimum GPA.

Remuneration

Range $9.00-$12.00 per hour, dependent on experience, payable bi-weekly.

Application Process

Applications are due online **by Friday, March 31, at 5pm.**

To apply, please complete an online [staff application form](https://staff.application.form), and submit a resume and cover letter. If you have any questions about the position or process to apply, please contact the Manager of K-12 and Youth Initiatives, Mike Jones, at mikejones@wustl.edu. For more information about the Gephardt Institute, visit [https://gephardtitstitute.wustl.edu/](https://gephardtitstitute.wustl.edu/).