Overview
We are currently seeking one (1) intern to assist with the implementation of the fall phase of our high school-university partnership program. The intern will gain valuable professional writing experience and build relationships with Tucson-area high school teachers and UA faculty. This is an excellent opportunity for someone interested in public education, community organizing, or community-based non-profit work. Administrative and Outreach Support responsibilities detailed below.

Mission
Wildcat Writers is a network of high school and college writing teachers and students who collaborate to foster creative and critical literacies and engage in meaningful community-based action beyond the classroom. The 2017 recipient of the UA’s Peter Likins Inclusive Excellence Award, our organization constructs college access pathways for underrepresented students and nurtures the development of a social justice-oriented, national movement for high school-college partnership programs.

Qualifications
The ideal intern is responsible, punctual, and detail oriented, with proficient knowledge of Google Applications, Microsoft Word, Excel, and multiple social media platforms. They are interested in community education and are willing to engage in self-reflection and metacognition. Applicants should be majoring in a related field, with a cumulative GPA of 3.0 or higher. Excellent verbal and written communication skills are necessary, as well as the ability to work independently and with a diverse team. Preference will be given to those who have participated in Wildcat Writers.

Note: Computer technology not provided; must provide personal laptop.

Administrative Responsibilities
The intern is responsible for assembling, cataloging, preserving, and managing collections of Wildcat Writer’s historical and current information. Duties include:

- Arrange, digitize, and make available Wildcat Writer’s archival materials in accessible formats as needed
- Research cost, transportation, etc. of culturally relevant spaces, local farms, historical sites, museums, etc. for incorporation into The Wildcat Writers Directory of Campus and Community Spaces
● Create resources for teachers as needed
● Organizing tours on the University of Arizona campus to culturally relevant spaces, local farms, historical sites, museums, etc.
● Attend all Wildcat Writer’s monthly board meetings
  ○ Record minutes
  ○ Support other duties as assigned
  ○ Share process of in-progress materials and receive feedback

Outreach Support Responsibilities
The intern is responsible for working with current students, former Wildcat Writers, teacher partnerships, and the Advisory Committee to uphold and grow our reciprocity-based culture of writing in the Tucson community. Duties include:

● Developing materials and activities that connect current students to the greater community of Tucson
● Interview past Wildcat Writer members and produce Spotlight Profiles from interview materials
● Attend major events planned with the Wildcat Writers Advisory Committee, and assist with logistics and coordination of major events
● Grow social media platform actively, maintaining weekly posts
● Supporting the activities of a Wildcat Writers Alumni Club.
  ○ Developing presentation and recruitment materials for prospective alumni
  ○ Developing and maintaining a WW Alumni database
  ○ Planning process for creation of WW speakers bureau

Hours
The intern will be scheduled for 8 hours each week during the fall semester, one hour of which will be spent working directly with the Graduate Coordinator. WW allows for a flexible schedule.

Compensation & Benefits
Developing relationships with UA and local high school students. Connection to the greater community of Tucson. This is an unpaid internship; however this internship satisfies 3 credit hours for ENGL 393 or equivalent.

How to Apply
Please email adele@email.arizona.edu to submit a resume, cover letter, and two academic or professional references (include name, title, department/organization, phone, email). These positions remain open until filled.