Overview

We are currently seeking an 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.

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. The position includes:

Administrative Responsibilities
The Intern is responsible for assembling, cataloging, preserving, and managing collections of Wildcat Writer’s historical and current information. Duties include:
- Evaluate, select, retrieve, and arrange Wildcat Writer’s archival materials
- Make archives accessible in hard copy and digital format
- Store and preserve documents
- Attend, all Wildcat Writer’s meetings, events
  - record minutes
  - support other duties as assigned

Outreach Responsibilities
The intern is responsible for working with both current students as well as former Wildcat Writers. Duties include:
- Developing materials and activities that connect current students to the greater community of Tucson
- Organizing tours to culturally relevant spaces, local farms, historical sites, museums, etc.
• Supporting the activities of a Wildcat Writers Alumni Club.
  • developing presentation and recruitment materials for prospective alumni
  • developing and maintaining a WW Alumni database
  • creating a speakers bureau
• Support Wildcat Writers and other duties as assigned

Qualifications
• Education: Preference given to those who have participated in Wildcat Writers
• Cum GPA: 3.0
• Computer technology not provided; must provide personal laptop

Essential Skills and Abilities
• Responsible, punctual, and detail oriented
• Excellent verbal and written communication skills
• Interest in the practice of community education
• Ability to work independently and with a diverse team
• Flexible perspective and willingness to engage in self-reflection and metacognition
• Knowledge and skills using Microsoft Word, Excel and Google Drive
• Comfortable with multiple social media platforms

Hours
The intern will be scheduled for 8 hours each week during the fall semester. WW allows for a flexible schedule.

Benefits
Developing relationships with UA and local high school students. Connection to the greater community of Tucson.

Compensation
This is an unpaid internship.

How to Apply
Please email bjacobson@email.arizona.edu to submit a resume, cover letter, and two academic or professional references. These positions remain open until filled.