South Madison Partnership Intern

Position Overview

The UW South Madison Partnership opened in February 2015 through the Office of Community Relations and in collaboration with the Morgridge Center for Public Service. The UW South Madison Partnership space is designed to meet the community’s needs, spark opportunities, and foster mutually beneficial relationships. It is a university commitment to engage the community in a more accessible space to meet community needs and also build on community strengths. See more about The Partnership and its goals here: https://universityrelations.wisc.edu/smp/goals-of-the-partnership/

The South Madison Partnership (SMP) intern will work closely with the Graduate Student Assistant at the UW South Madison Partnership on various projects related to bringing UW and community groups together in this new university space located at 2312 S. Park Street. This position requires strong communication skills, attention to detail, adaptability, time management skills and the ability to multi-task as the SMP intern will assist in managing reservations, planning events, and collecting and analyzing data about space usage. The SMP intern will also play a role in developing and implementing strategies to better connect university and community partners in South Madison.

This is an academic year position. Interns receive $10/hour and work 8-10 hours per week on a self-made schedule, but will have to work from the UW South Madison Partnership location at least one time per week. The UW South Madison Partnership is on an accessible bus line.

Primary Responsibilities and Duties:

- Manage room reservations through the SMP reservation form and calendar system
- Assist with planning and implementing events such as community-university nights, speaker series, and resource fairs
- Assist with advertising and marketing of SMP’s goals, initiatives, and events on campus and in broader Madison community
- Help manage data collected about prior reservations to map out usage of SMP
- Administer and analyze surveys to our university and community partners
- Be able to work from the UW South Madison Partnership at least 1x/week
  - Welcome and assist university-community partners using the SMP rooms
  - Inform community members about programs and events at SMP
- Spanish speaking skills are preferred, but not required

To apply for this position, please fill out this Application Form. The application deadline is November 22, 2015.
The Morgridge Center for Public Service provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The Morgridge Center for Public Service complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Morgridge Center for Public Service expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Morgridge Center for Public Service employees to perform their job duties may result in discipline up to and including discharge.

The Morgridge Center for Public Service actively seeks out diversity in our workplace. We strive to provide a safe, comfortable, and accepting atmosphere. As a close partner and next-door neighbor to the Multicultural Student Center and the LGBT Campus Center, as well as an equal opportunity employer, we encourage students of all cultural and ethnic backgrounds to consider being a part of our family.