

UW CELE Center is Hiring 1 Federal Work-Study Eligible Graduate Student Staff

Position: Graduate Coordinator for K-12 Tutors, CELE Center

About UW CELE:

The Community Engagement and Leadership Education (CELE) Center provides students with opportunities to develop the knowledge, skills and attitudes needed to contribute to thriving communities; building authentic community and campus partnerships drive our work. Our programs include CELE Fellowships, Community-Engaged Courses, Dream Project, Husky Leadership Initiative, Jumpstart, Othello-UW Commons, Riverways Education Partnerships, and Undergraduate Community Based Internships (UCBI).

About K-12 Tutors:

CELE's K-12 Tutor program offers opportunities for UW students to study education equity while tutoring in Seattle Public Schools for course credit, on a quarterly basis. We manage a host of internally housed courses, EDUC 260 and EDUC 401, and offer coordinating support to other community-engaged education courses on Seattle campus. Our current areas of focus are program improvement in organizational systems and content areas, as well as recruitment or marketing to share widely about the opportunities available to UW students and how they can get involved.

The K-12 Tutor program team currently consists of a full-time program manager, Maria Lee, two undergraduate interns, and additional supervisory support from CELE leadership. The direct supervisor for the Graduate Coordinator for K-12 Tutors will be Maria Lee.

Hours: 10-15 hours per week

Compensation: \$26.50 per hour

**This role is hourly federal work-study and is not eligible for a tuition waiver, as it is not covered under the ASE contract.*

Responsibilities:

- Support onboarding processes for UW CELE K-12 tutors as volunteers in Seattle Public School district
- Support with volunteer adherence to training requirements and steps
- Assist with recruitment, tabling, marketing, and communications for the K-12 Tutor program within the broader UW community
- Contribute to ongoing evaluation of program quality and participate in team feedback processes
- Research community and internal opportunities to foster professional development for tutors
- Work collaboratively with Seattle Public School staff to communicate about opportunities, expectations, and updates for UW CELE volunteers in the district

- Foster strong community-campus partnerships with RSOs, advisers, and other UAA programs

Qualifications:

- Must be eligible for work-study through UW financial aid
- Must be an enrolled graduate student
- Experience working with K-12 students in a childcare or education setting
- Demonstrated understanding of educational inequities and the racial and socioeconomic disparities that exist in education.
- Excellent written and verbal communication skills
- Ability to work independently and as a team
- Organized and detail-oriented
- Self-motivated to solve issues as they arise
- Committed to creating equitable campus-community partnerships

Preferred Qualifications:

- Experience as a past work-study student
- Experience with education programs in Seattle Public Schools or other public-school districts

Priority Application Deadline: Nov 12, 2025 (open until filled)

Dates of Service: Week of Dec 01, 2025 – June 5, 2026

To apply, please submit the following:

- A current resume including the names and contact information for two references.
- A cover letter outlining why you are applying for this position and articulating your interests in supporting tutoring programs, promoting educational equity with underrepresented communities, and developing community-campus partnerships.
- **Please submit all materials or questions to** celecenter@uw.edu with the subject line: "Graduate Coordinator for K-12 Tutors"

Employee Non-Discrimination Statement Diversity is a core value at University of Washington and in the CELE Center. We are passionate about building and sustaining an inclusive and equitable working and learning environment for team members and our partners. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450/V, 206.543.6452/TTY, 206.685.7264 (FAX), or dso@uw.edu.