

MGE/OMSFA Graduate Student Intern

With support from the Campus Internship Development Fund, the **Mary Gates Endowment for Students (MGE), in the Office of Merit Scholarships, Fellowships and Awards (OMSFA)**, has an outstanding opportunity for a graduate student to intern with us, to engage in the day-to-day processes of professional scholarship advising and to participate in program planning to intentionally diversify the applicant and nominee pools.

Overview: The [Mary Gates Endowment for Students](#) supports University of Washington undergraduates to become independent learners and community leaders through research and leadership scholarships. Research Scholarships enable students from a wide range of disciplines to deepen their involvement in work with faculty on research, curricular design, the creative arts, and other forms of scholarly endeavor. Leadership Scholarships are designed to foster students' growth as leaders by supporting them to pursue a challenge or project, often focused on public service in the community or on campus. Our staff support and mentor students in all phases of the application process, from advertising these opportunities to students on all three UW campuses (Bothell, Seattle and Tacoma), to running info sessions, providing one-on-one advising and workshops in which applicants can develop their application materials in community. We also organize social events (4-5 a year) for awarded Mary Gates Scholars to foster connections and exchange.

MGE is part of the [Office of Merit Scholarships, Fellowships & Awards](#) (OMSFA), which provides information and resources to increase student access to and awareness of the scholarship search and application process. We mentor students through the intense process of applying for scholarships by offering resources, advising, and individual feedback which results in competitive applications for local, national, and international scholarships. We also collaborate with faculty and staff to reach and support potential student scholars.

Internship Position Responsibilities: Under the guidance of the MGE Assistant Director, the intern will assume the following responsibilities:

- Contribute to day-to-day scholarship application processes, applicant workshops and support.
- Support students across all fields of study, especially those new to the scholarship search and application landscape, in developing strong written application materials for scholarship applications through co-facilitating scholarship workshops, writing workshops (e.g. essay writing), and providing feedback on drafts, as well as one-on-one advising appointments.
- Collaborate with the MGE and OMSFA team on outreach efforts, with efforts focused on partnering with units across campus who serve traditionally underrepresented students to improve access to these opportunities.
- Update presentation materials and keep the MGE website updated, focusing on resources for first-time and returning applicants, and the FAQ sections for all potential applicants and their mentors.

- Manage regular communication and messaging with students, faculty and staff through MGE email and listservs.
- Support MGE and OMSFA at various activities and community-building events.

Additional duties:

- Potential to participate in scholarship application review and/or interview processes.
- Assist in daily office operations, including some light clerical, data entry and website updates.
- Attend weekly OMSFA team meetings.
- Assist with program assessment and evaluation efforts.

Learning Benefits: This position is funded by the Campus Internship Development Fund. As such, and because we believe strongly in providing learning opportunities for students and staff members, we will focus on specific learning benefits for this internship, including but not limited to:

- The intern can anticipate learning to work in a collaborative environment with professional student-centered colleagues, and attain skills, insights and confidence in guiding undergraduates to pursue scholarships competitively.
- Scholarship advising begins with active listening and clear communications, while working 1-1 or in group sessions. The intern will gain experience advising diverse undergraduate students through the process of developing goals, personal insights and writing skills. The intern will help students approach scholarship applications as learning opportunities and will help them recognize their strengths and improve resilience with the goal of encouraging them to apply to an array of opportunities based on their goals, interests, and identities.
- The intern will develop skills in project management and be open to the iterative process of continuous improvement: the intern will be encouraged to contribute creative ideas, design activities and presentations, implement and assess programming – and revise and refine the products or processes based on stakeholder feedback.
- The intern will gain insights into scholarship opportunities, interviews, and selection processes to incorporate into their own academic experiences and for programs that support their future professional goals.
- The intern can learn about Global Fellowships, awards that support post-grad opportunities overseas, such as Fulbright, Gates Cambridge, Marshall, Rhodes, Churchill, DAAD, Yenching and more.

Minimum Qualifications:

- Graduate students who are enrolled for a minimum of five credits during Autumn 2025 quarter.
- Ability to collaborate effectively with students, faculty and staff of diverse cultural backgrounds, identities and perspectives, and across academic disciplines.
- Ability to manage multiple projects simultaneously with little supervision.
- Discretion and sensitivity in handling confidential student records and application materials.

- Excellent organizational skills, and attention to detail are essential, as is the ability to work under deadlines.
- Experience working with undergraduates in a teaching, counseling or advising setting.
- Strong writing skills with experience in editing or other direct support for student written work.
- Experience working as part of a small team on the planning and implementation of events and programs.
- Strong verbal communication skills and comfort with public speaking and presentation.
- Strong computer skills including Microsoft Office 365 products and Google products.

Internship Duration:

Anticipated start date: 9/24/2025 (flexible)

Anticipated end date: 6/12/2026 (flexible)

Internship Hours & Compensation:

\$20.76 per hour in Autumn, estimated to increase to \$21.28 in Winter and Spring

12-15 hours/week, flexible with student's schedule.

Maximum total internship hours: 154 per quarter

How to Apply: Please submit the following via Handshake (Job #10026765), by July 24, 2025, at 11:59pm (priority application deadline, but position will be open until filled):

1. Curriculum vitae, including names, emails, and phone numbers for two professional references
2. Cover letter describing your interest in the position and any relevant experiences. Within that, please be sure to include a brief paragraph sharing your experience (which could be lived, professional or educational) collaborating with underrepresented students and/or communities.

MGE and OMSFA value an inclusive scholarship community fostered through information sharing, transparent processes, and diverse participation. We are committed to providing students, faculty and staff with the tools and resources needed to support individual students in crafting their strongest scholarship applications. We welcome and honor diverse experiences and perspectives, strive to create accessible and equitable application and selection processes, and are committed to promoting access and opportunity for all.