Women’s Center
FACILITIES & OPERATIONS INTERN
September 2020-June 2021

MISSION
The UCSD Women’s Center is a space in which people work collaboratively to foster the educational, professional, and personal development of diverse groups of women. The Center provides education and support to all members of UCSD regarding gender issues, with the goal of promoting an inclusive and equitable campus community.

The Women’s Center is grounded in the FACES Guiding Principles of Feminism, Awareness, Community, Empowerment and Social Justice.

The Facilities & Operations Intern is an integral part of the Women’s Center staff, contributing to the Women’s Center mission, developing as a student leader, and providing services and programs around gender and social justice issues. Interning at the Center provides students with hands-on experience developing skills that will be useful to them in the wide variety of fields that they pursue after graduation.

SPECIFIC DUTIES
• Take a lead role in maintaining Women’s Center facility and creating a welcoming environment for all members of the community.
• Ensure that Women’s Center programs and events are highlighted throughout the Women’s Center space.
• Assist with maintaining WC facility, including event set-up and clean-up, basic cleaning and supply inventory.
• Provide administrative support at the WC front desk: duties to include data entry, photocopying, typing, customer service.
• Compile weekly facility usage & information and referral statistics, generate reports as needed.
• Take a lead role in coordinating WC library processes, scheduling the Women’s Center facilities, and assisting with WC publicity and events.
• Develop and maintain WC informational and referral resources.
• Take a lead role in developing WC educational displays.
• Create bi-weekly passive programming plans.
• Organize displays to highlight specific recognition events; for example: Black History Month, Women’s Herstory Month, Sexual Assault Awareness Month.
• Assist with coordination of workshops and staff programs.
• Take a lead role in coordinating and installing WC art displays.
• Assist with management of WC library and with library related projects as needed.
• Assist the Online and Social Media Intern with taking pictures at WC events and work with Graphic Design & Marketing Intern to archive work of WC.
• Stay informed about campus and community events and represent the Women’s Center at campus and community functions, including tabling at various events.
• Contribute to Women’s Center joint projects including weekly e-news, and other projects as requested.
• Plan and implement a Gender Action Project.
• Participate in weekly staff development meetings.
• Participate in ongoing in-service trainings and complete readings and other internship assignments.
• Participate in weekly one-on-one meetings with Women’s Center staff.
• Serve as part of Women’s Center Operations team and participate in team meetings as needed.
• Assist with Women’s Center programs throughout the year, including annual programs such as Love Your Body Day.

QUALIFICATIONS
• Ability to understand and articulate gender/social justice issues.
• Must be committed to mission and vision of the Women’s Center and serve as an enthusiastic representative of the WC.
• Proven experience working cooperatively as part of a team.
• Strong interpersonal skills and the ability to work collaboratively with diverse students, staff, faculty, and community members.
• Ability to effectively manage time and multiple projects.
• Ability to fulfill work responsibilities in accordance with WC staff expectations and requirements.
• Must be available occasional nights and weekends.
• Ability to stay abreast of current events on campus and general campus climate.
• Preferred: Knowledge of Microsoft Office, Outlook, and Internet Explorer.
CONDITIONS OF EMPLOYMENT & MANDATORY DATES
- Must be available to work 10 hours per week at $14.00 per hour.
- Must pay UC student services fees each quarter while working.
- MANDATORY: Must be available for intern training: Monday, September 21st- Friday, September 25th. (Interns are responsible for making own housing arrangements for this week).
- Must be available Monday, September 28th – Wednesday, September 30th for training and Welcome Week activities.
- Must be available on Wednesdays from 3:00pm – 4:30pm throughout the 2020-2021 academic year for staff meetings.

INTEGRATED ACADEMIC INTERNSHIP
The Women’s Center internship provides both academic credit and paid experience.
- All students enroll in Critical Gender Studies Directed Group Study in Spring 2020 (prior to internship); class will meet Mondays 3pm – 4:20pm at the Women’s Center.
- Must enroll in Academic Internship Program (AIP) and earn 2 units of academic credit in the Fall 2020; class will meet on Mondays from 3-4pm at the Women’s Center.

LEARNING OBJECTIVES
The overall goal of the Women’s Center internship program is to provide an opportunity for interns to be involved in all aspects of the Center’s work. The Women’s Center is a space where you will be able to cultivate skills and knowledge that will enhance and support your academic experiences at UCSD. As a Women’s Center intern you will be able to explore new ways of engaging with your community in an effort to advance the goal of achieving a more just and equitable society.

Throughout the course of and at the completion of this internship interns will:
- Demonstrate an increase in understanding of the dynamics of power, privilege, and oppression.
- Demonstrate the ability to critically reflect on experiences with power, privilege, and oppression in their own lives.
- Demonstrate an increase in awareness of gender and its intersections with issues of race, class, sexuality, ability, and religion.
- Demonstrate enhanced leadership skills, which include:
  - Time management and prioritization of tasks.
  - Effective communication skills.
  - Collaboration and conflict resolution skills.
  - Articulate an intersectional approach to feminism.
- Understand the connection between feminist theory and practice.

EXPECTATIONS
Interns will be evaluated in the following categories:
- General Responsibilities
- Communication
- Leadership
- Relationships
- Project Management
- Personal Development

APPLICATION DEADLINE: Applications must be turned in, in person, to the Women’s Center on or before Tuesday, January 21st by 6pm.

ALL applicants must attend the Group Interview scheduled for Wednesday, January 22nd, from 5:00-7:00pm at the Women’s Center. Individual interviews will begin during Week 4 in Winter quarter.

Questions? Contact Jessica Martinez at 858-822-0074 or jem132@ucsd.edu.