

**Women's Center**  
**FACILITIES & OPERATIONS INTERN**  
**September 2017-June 2018**

**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.
- Assist with developing WC educational displays.
- Organize WC book displays to highlight specific recognition events (Black History Month, Women's History Month, for example).
- Assist with Lactation Services marketing, distribution of informational materials, registration processes, and other lactation services projects as needed.
- Answer questions regarding lactation services.
- Conduct periodic surveys of lactation program participants.
- Assist with coordination of workshops and staff programs.
- Assist with management of WC library and with library related projects as needed.
- within collaboration with Online and Social Media Intern assist 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, blog, 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 \$12.50 per hour.
- Must pay UC student services fees each quarter while working.
- **MANDATORY:** Must be available for week long Women's Center and Community Centers training the week of September 18-22 (Interns are responsible for making own housing arrangements for this week).
- Must be available on Wednesdays from 3:00pm – 4:30pm throughout the 2017-2018 academic year.
- Hold the weekend of Friday, October 6<sup>th</sup>-Sunday, October 8<sup>th</sup>.

### **INTEGRATED ACADEMIC INTERNSHIP**

The internships at the Campus Community Centers provide both academic credit and paid experience.

- All students enroll in Critical Gender Studies 199 Intern Class in Spring 2017 (prior to internship). Class for Spring will meet Mondays from 3pm – 4:20pm.

### **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:

- Develop skills that they can use in the wide variety of fields that they pursue after graduation.
- Be able to use the skills learned at the Women's Center in their own lives.
- Be able to use the skills learned and act as change agents in their roles beyond the internship program.
- Contribute to the Women's Center mission while enacting FACES Guiding Principles.
- Implement programs and be involved in initiatives that have a social justice framework and a gender focus.
- Understand the connections between feminist theory and practice.
- Develop an understanding of power, privilege, and oppression.
- Gain a better understanding of themselves and their values through self reflection and dialogue while considering how their actions fit within the larger community.
- Develop tools for affecting change within the University community, as well as the broader global community.

### **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 24th by 4pm.**

ALL applicants must attend the **Group Interview** scheduled for **Wednesday, January 25<sup>th</sup> from 5pm – 7pm** at the Women's Center. Individual interviews will be held during Winter quarter.

Questions? Contact the Women's Center at 858-822-0074 or [women@ucsd.edu](mailto:women@ucsd.edu).