

**Women's Center**  
**SOCIAL JUSTICE PEER EDUCATION INTERN: GENDER BUFFET**  
**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 Social Justice Peer Education Intern: Gender Buffet 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**

- Work as part of the Social Justice and Peer Education team to plan and implement peer workshops and trainings that address a wide range of social justice issues, with a gender focus, for a wide range of campus groups (RAs, student orgs, high school conferences, etc.)
- As a Social Justice and Peer Educator, take a lead role in education and outreach efforts.
- Responsible for all aspects of weekly Gender Buffet program including: program planning, logistics, marketing, implementation, and evaluation related to Gender Buffet.
- Prepare discussion questions and program outline for each week's Gender Buffet.
- Research and collect information on possible Gender Buffet topics and guest facilitators.
- Collaborate with guest facilitators on planning and implementing Gender Buffet.
- Assist with programming related tasks outside of Gender Buffet as needed.
- Stay informed about campus and community events and represent the WC 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.
- Participate in weekly Social Justice Peer Educator team meetings.
- Assist with WC programs throughout the year, including annual programs such as Love Your Body Day.
- Assist with maintaining Women's Center space in order to create a welcoming environment for all members of the community.
- Other duties as assigned, including but not limited to: providing administrative support at the WC front desk, scheduling the Women's Center facilities, assisting with WC publicity and events.

**QUALIFICATIONS**

- Ability to understand and articulate gender/social justice issues.
- Must be committed to the mission and FACES 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.
- Ability to stay abreast of current events on campus and general campus climate.
- Must be available occasional nights and weekends.
- Ability to fulfill work responsibilities in accordance with WC staff expectations and requirements.
- Previous experience organizing events preferred, with demonstrated interest in creative educational programming at UCSD around gender issues.

## 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:

- 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: 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, 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).