

**Women's Center**  
**SPECIAL PROJECTS INTERN**  
**September 2009-June 2010**

**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 Special Projects 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**

- Gather Lactation Services marketing, informational, and registration materials and prepare registration packets for mailing
- Register users of lactation rooms and assign omni lock combinations
- Collect sign-in sheets at each lactation room location and replace with new sheets
- Compile usage data in preparation for annual report
- Ensure that rooms and equipment are maintained and kept clean by monitoring and notifying appropriate contacts if necessary.
- Answer questions (call-in, email, or walk-in) regarding lactation services
- Coordinate with Women in Science and Engineering (WISE) and the Committee on the Status of Women (CSW) to create and distribute flyers for WISE events.
- Produce WISE flyers, brochures, invitations, and other print media as requested.
- Create banners, posters and other public relations materials to promote WISE programs and events.
- Coordinate with WISE and other staff on outreach and promotion of events.
- Provide support for CSW programs and events.
- Assist with the writing and editing of text for print media.
- Update WISE/CSW website. Post new events to events calendar.
- Send press releases of events to on and off campus sources.
- Post flyers throughout campus and mail flyers to those on WISE mailing list.
- Check in with program planners to insure timely completion of tasks on Programming Check List.
- Take archival photos at WISE and CSW events.
- Stay informed about campus and community events and represent the Women's Center at campus and community functions, including tabling at various events.
- Contribute at least one piece to WC quarterly newsletter, *ABREAST*, each quarter.
- Plan and implement 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 the Special Projects Coordinator.
- Assist with Women's Center 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 reception desk, scheduling the Women's Center facilities, managing key log system, checking-in/out and entering data on books, music, and computer equipment, and posting flyers for and assisting with Women's Center events.

**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 \$9.50 per hour.
- Must pay UC registration fees each quarter while working.
- Work Study strongly preferred, but not required.
- MANDATORY: Must be available for week long Women's Center and Community Centers training the week of September 14-18 (Interns are responsible for making own housing arrangements for this week).

### **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 be able to make connections between theory and activism while developing a better understanding of the role of women in local, national, and international history.
- Interns will be able to articulate the herstory of the Women's Center on campus and confidently answer the question, Why a Women's Center?
- Interns will be able to challenge misconceptions while exploring why and how feminist activism continues to be relevant in today's world.
- Interns will enhance their knowledge of current events locally, nationally, and internationally, and will be able to further expand their definition of what constitutes a "women's issue."
- Interns will gain a better understanding of themselves and their values through self reflection and dialogue while considering how their actions fit within the larger community.
- Interns will be able to ask questions, analyze arguments, and make connections to enhance their critical thinking skills.
- Interns will be able to identify strategies for affecting change within the University community, as well as the broader global community.
- Interns will be able to discuss a variety of forms of oppression and their interconnectedness, so as to understand themselves and others in ways that move beyond the constraints of stereotypes and labels.
- Interns will be able to use the skills learned during their time at the Women's Center in continuing their work as leaders and agents for social change at UCSD and in the larger community.

### **EXPECTATIONS**

Interns will be evaluated quarterly in the following categories:

- Communication
- Leadership
- Relationships
- Project Management
- Personal Development

**APPLICATION DEADLINE:** Applications must be turned into the Women's Center on or before **Monday, April 6, 2009**

All applicants should attend the **Group Interview** scheduled for **April 7, 5pm – 7pm** at the Women's Center. Individual interviews will be scheduled for **April 15– April 27**.

Questions? Contact Marnie Tumolo at 858-822-1477 or mtumolo@ucsd.edu.