

The Women's Center

Internship, Student Worker, Volunteering, and Service Learning Hours

Keep In Mind!

- Internships are unpaid and highly encouraged for academic credit and/or independent study credit within your academic department
- All interns, workers, and volunteers are motivated, self-starters, team players and have the ability to motivate peers to accomplish a common vision.
- Have a passion for diversity, inclusion, intersectional feminism, and social justice.
- Previous experience with or the desire to develop student leadership, programming, marketing, event planning, relationship building, strategic planning, &/or goal setting.
- Have an understanding of Microsoft Office programs: Word, Publisher, Excel, etc.

About Our Opportunities

Programming Intern

- Responsibilities may focus on one of these four areas:
 - Create, organize, and execute programming centered on **Activism & Leadership** such as CONNECT, Elect Her, Allies Coming Together, Women of Color Knowledge & Empowerment (WOKE), Black Feminism Conference & etc.
 - Create, organize, and execute programming centered on **Education & Outreach** such as gender-based violence prevention events, intersectional feminism workshops, community building events, Love Your Body Week, Women's History Month, International Women's Day & etc.
 - Create, organize, and execute programming centered on **Professional Development** such as Women Conquer the Working World, Real Women @ Work Panel, \$tart \$mart, & etc.
 - **Create your own** independent, strategic, and goal-centered project examples include: A Series on Global Feminism, Masculinity & Leadership Workshops, EducaTED Dialogue Group, Programming for Student Parents, Women in STEM programs, etc.
- Complete program proposals or requests for potential new programming, events, and initiatives centered on diversity, inclusion, social action, and intersectional feminism.
- Recruit students, organizations, and departments to participate in UCWC programming through tabling and flyer posting throughout the semester.
- Meet one-on-one with your supervisor bi-weekly (minimum) in order to effectively balance academics, personal, and UCWC obligations.

- Serve as a UCWC Staff member participating in staff retreats/trainings, supporting office functions and working some UCWC events a semester.
- Other duties as assigned.
- **Pre-interview prompt:**
 - **Create a future UCWC program.**
 - **Select a topic or focus**
 - **Establish a department/faculty/staff partnership**
 - **Explain how you would execute the program**
 - **Create a detailed and goal-driven proposal including the what, why, & how for your independent UCWC project.**

Graphics & Promotions Intern

- Create promotional plans, timelines, flyers, logos, social media campaigns and designs for all UCWC's monthly, semester, and yearly events.
- Oversee unique, creative, and innovative campaigns to promote the history, mission, purpose, and story of the Women's Center through graphics, images, flyers and our social media channels (Twitter, Facebook, Instagram, Snapchat, etc.).
- Recruit students, organizations, and departments to participate in UCWC programming through tabling and flyer posting throughout the semester.
- Meet one-on-one with your supervisor bi-weekly (minimum) in order to effectively balance academics, personal and UCWC obligations.
- Serve as a UCWC Staff member, participating in staff retreats/trainings, supporting office functions and working some UCWC events a semester.
- Additional knowledge of the Adobe Suite of programs (Photoshop, Illustrator, and InDesign) is preferred but not required.
- Other duties as assigned.
- **Pre-Interview Prompt:**
 - **Create a flyer, social media campaign, and marketing timeline for International Women's Day.**

Student Worker

- Provide a welcoming, inclusive environment for staff and students
- Maintaining the office, performing office functions, and other functions as requested
- Serving as the primary source of information for walk-in and phone customers
- Developing a strong knowledge base of all Women's Center programs and services
- Providing general office assistance including work processing, filing, data entry, and mailings
- Organize UCWC library and storage space

- Completing daily assigned special projects assigned by a variety of staff including reports, phone calls, hanging flyers and making deliveries on campus
- Presenting UC involvement and WC office information during table presentations to potential and current students and in-class presentations to learning communities and freshman classes
- **Pre-Interview & Application materials**
 - **Letter of interest**
 - **Current resume**
 - **Current work study award letter**

Volunteer/Service Learning Hours

- Logistics, setup & tear down, shadowing of major events i.e. CONNECT, Elect Her, Women's History Month, Start Smart, International Women's Day, Vagina Monologues, & etc.
- Tabling & hanging flyers for Women's Center events
- Creating flyers and graphics for Women's Center events
- Filing important paperwork and data

Other duties assigned