Are you an Interdisciplinary Studies student interested in women’s, gender, and social justice issues? Do you want to be an active part of effecting community and campus-wide change? Consider joining the Women’s Center staff as an intern for a unique personal and professional development opportunity right here on campus.

As an integral part of the Women’s Center staff, interns help to provide valuable and engaging programming and resources for the UMBC community. Students completing internships at the Women’s Center work an average of 8 hours per week during the academic semester and will receive 3 credits each semester through the Interdisciplinary Studies internship course (INDS 410). Please note that interns are required to attend a full-day training in Friday, January 26th.

At the beginning of the spring semester, interns will work with the Women’s Center professional staff to develop their personalized internship plan based on their academic focus within Interdisciplinary Studies, as well as their individual strengths and interests. While we are able to offer some flexibility, specific responsibilities and projects will vary depending upon the needs of the Center. For the spring semester, a major focus of the Women’s Center will be Women’s History Month and Sexual Assault Awareness Month events and programs. In addition to working on particular projects, interns will also help with daily office tasks such as greeting and assisting visitors, managing the front desk, and supporting Women’s Center programs and events.

**Responsibilities May Include:**
- Developing programs on topics affecting women and/or marginalized groups. Programming can be flexible to reflect individual interests and specific academic program needs (e.g. reproductive health and justice; body image; sexual violence and consent; LGBTQ issues; leadership development)
- Assisting with organizing and facilitating signature Women’s Center programs and groups
- Blogging and curating content for the Women's Center’s social media platforms
- Coordinating tabling events and other outreach efforts
- Representing the Women’s Center in cultivating relationships with student organizations and unaffiliated student populations
- Creating marketing materials for Women’s Center programs via promotional flyers, myUMBC events, and other publicity

**Qualifications Include:**
- Proficiency in understanding and articulating women’s, gender, and social justice issues
- Ability to work with diverse populations
- Strong communication and interpersonal skills
- Ability to work both independently and collaboratively to develop, execute, and assess programming
- Interest and skills related to graphic design, social media, and other marketing strategies
- Competency in effectively managing time and multiple projects
- Availability to work flexible hours based on the programming needs of the Center
- Cumulative GPA of 2.5 or above (must be maintained throughout duration of employment)

To be considered for a spring 2018 internship, send a completed application, cover letter, and resume to Jess Myers (womenscenter@umbc.edu) by December 11, 2018 for best consideration.

Applicants will be contacted on a rolling basis regarding interviews, which will take place between December 11-20, 2017. Preference will be given to students who have the potential to continue their work for the Women’s Center into the following academic year.
Women’s Center Spring 2018 Internship Application
(Please write neatly)

Name ___________________________ Student ID ___________________________

Email ___________________________ Phone ___________________________

Major ___________________________ Anticipated Graduation _____________

Applying for  [ ] Student Staff  [ ] Internship ___________________________

Are you eligible for Federal Work Study?  [ ] Yes  [ ] No  [ ] Unsure

Have you been to the Women's Center or attended any of our programs before?

List any campus leadership positions, activities, and/or student organization involvement

Indicate your proficiency level with the following:

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