

Women's, Gender, & Equity Center's Undergraduate Student Staff Position Description

Are you 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, Gender, & Equity Center student staff as an intern for a unique personal and professional development opportunity right here on campus.

As an integral part of the Women's, Gender, & Equity Center team, student staff help to provide valuable and engaging programming and resources for the UMBC community. Specific responsibilities and projects will vary depending upon the needs of the Center, staff strengths, affinities, and interests. In addition to working on particular projects, staff will also help with daily office tasks such as greeting and assisting visitors, managing the front desk, and supporting Women's, Gender & Equity Center programs and events.

Note: weekly hours depend on internship credits. Generally, a 3-credit internship will mean an average of 8 hours per week in the Women's Center. Those who complete a 3-credit internship with the Women's Center in the fall semester will be considered for paid positions for the spring semester.

Please note that student staff are required to attend a summer training (date TBA).

Responsibilities May Include:

- Developing programs on topics centering gender, intersectionality, and/or social justice. 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)
- Facilitation of one identity-based discussion group. Groups include Spectrum (Centering trans and non-binary experiences), Headspace (centering neurodiverse experiences), We Believe You (centering survivors of gender-based harm), Women of Color Coalition, Women and Gender Minorities in STEM, Between Femmes (centering femme identified experiences on the LGBTQ spectrum), and Rebuilding Manhood (centering masculine experiences).
- Assisting with organizing and facilitating signature Women's Center programs and groups (e.g. Critical Social Justice; Women's History Month; Sexual Assault Awareness Month)
- Writing blogs each semester and curating content for the Women's, Gender, & Equity Center's social media platforms
- Coordinating tabling events and other outreach efforts
- Representing the Women's, Gender, & Equity Center in cultivating relationships with student organizations and unaffiliated student populations
- Identifying collaborative projects and/or co-sponsorship opportunities with other campus partners and organizations
- Researching and compiling community resources and services to support the Women's, Gender, & Equity Center
- Developing marketing materials for Women's, Gender, & Equity Center programs via promotional media

Qualifications Include:

- Proficiency in understanding and articulating gender equity 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
- Good academic standing (we may ask for your cumulative GPA, but low GPA will not disqualify you from an internship with the WGEC)

For any questions, please email us at womenscenter@umbc.edu or call us at 410-455-2714.

