

## Women's Center Student Staff Position

*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 Center student staff for a unique personal and professional development opportunity right here on campus.*

As an integral part of the Women's 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 and staff strengths 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 Center programs and events.

***Please note that student staff are required to attend a training session on Friday, May 12<sup>th</sup> from 2-4pm and a full-day training in August (date TBA).***

### 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 (e.g. Critical Social Justice; Women's History Month; Sexual Assault Awareness Month; Women of Color Coalition)
- 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
- 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 Center
- Creating and distributing 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 2017-18 student staff position, send a completed application, cover letter, and resume to Jess Myers ([jessm@umbc.edu](mailto:jessm@umbc.edu)) no later than April 14<sup>th</sup>, 2017.***

*Applicants will be contacted the week of April 17<sup>th</sup> regarding interviews, which will take place between April 21<sup>st</sup> and May 5<sup>th</sup>.*





## 2017–18 Women's Center Internship & Student Staff Application

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 (250 characters max.)

Indicate your proficiency level with the following:

(Please be honest in your responses. Limited knowledge and/or experience will not disqualify applicants.)

	None	Basic	Intermediate	Advanced
Facebook				
Instagram				
Twitter				
Snapchat				
Wordpress				
Microsoft Publisher				
Adobe Photoshop				
Blogging				
Graphic Design				

Indicate your interest in working on the following Women's Center programs:  
 (Visit [womenscenter.umbc.edu](http://womenscenter.umbc.edu) for more information on our programs and services.)

	Not for Me	Slightly Interested	Moderately Interested	Very Interested
Between Women				
Critical Social Justice				
Rebuilding Manhood				
Returning Women Students Program				
Roundtable discussions				
Reproductive health & justice programming				
Sexual violence-related programming				
Spectrum				
Take Back the Night				
Women of Color Coalition				

Why are you interested in working at the Women's Center? (500 characters max.)

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