

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, 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 Center programs and events.

Please note that student staff are required to attend a spring training session (Friday, May 11th, 2:30 to 4 pm) 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. women in STEM, 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)
- Writing two blogs each semester 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
- Developing marketing materials for Women's Center programs via promotional media

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 2018–19 student staff position or student internship, send a completed application, cover letter, resume, and 2 writing samples to Jess Myers via womenscenter@umbc.edu no later than April 13th, 2018.

Applicants will be contacted the week of April 16th regarding interviews, which will take place between April 23rd – May 4th.