

Women's Center Graduate Intern Description

- Work closely with Coordinator in developing and planning specific programs cosponsored with student groups, campus departments and community agencies.
- Participate in the daily tasks, including overseeing student workers and volunteers in the Women's Center under the direction of the Coordinator.
- Assist in educational programming outreach efforts of the Women's Center. May include presentations, facilitating group discussions, etc.
- Assist in the maintenance and ordering of Women's Center resource materials.
- Work with students who contact the Center seeking information and resources for class, research projects, etc.
- Plan and coordinate the on-campus informational tables.
- Create flyers for all programs, luncheon discussions, workshops and information tables.
- Attend meetings, educational presentations, special events, workshops and conferences on behalf of the Women's Center.
- Oversee the Women's Center web page.