



WOMEN'S CENTER WOMEN'S SERVICES

Graduate Intern

Position Responsibilities

- 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.
- Assist Coordinator with writing/editing the Women's Center biannual newsletter.
- 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.

