

Women's Center Student Program Intern

Thanks to years of advocacy from students, faculty, and staff across the institution, NC State founded the Women's Center in 1991. The Women's Center amplifies the voices of students across all intersectional identities, including gender, race, ethnicity, ability, class, and sexual orientation. We use our space to create an inclusive community that empowers student leaders to transform campus climate through education, advocacy, support and leadership development. We create programs and events to critically examine, disrupt, and dismantle systems of oppression that create barriers to gender equity and social justice, including interpersonal violence. To this end, we educate and collaborate with all members of our NC State community, including faculty and staff, to take responsibility for transforming an environment that produces gender inequities, social injustice, and interpersonal violence.

The Women's Center directly serves all students at NC State while also serving as a resource, connection, and partner for faculty and staff at the institution. We take an intersectional approach to serving the campus community. Our practices are social constructivist in nature and rooted in social justice education and trauma-informed care.

Major Responsibilities

- Provide customer service and maintain a warm and welcoming environment by: greeting center users, answering phone calls, assisting visitors with any questions/concerns, connecting center visitors to appropriate resources and maintaining a safe, clean and organized Women's center space.
- Stay informed and contribute to the knowledge base of others about campus and community events related to gender, equity, and social justice.
- Contribute to two thought-pieces, info series, or interviews to be featured on social media or in publications/blogs. This could include event review/reflection or a current event/article.
- Assist with marketing Women's Center information on campus, via social media, and newsletter.
- Participate in designated training sessions, monthly student staff meetings and biweekly one-on-one supervision meetings.
- Under the supervision of professional staff, assist with programming including, but not limited to: administrative office tasks, logistics coordination, marketing, outreach (tabling, presentations, public speaking, etc.), program creation and implementation, and assessment.
- Utilize trauma-informed care to support survivors of interpersonal and domestic violence, including but not limited to, greeting survivors as they come in, helping to find resources, maintaining confidentiality. There may be times when no other staff is in the office, so having the knowledge and skills to respond to crisis situations is imperative.
- Other duties as assigned by the supervisor.

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Qualifications

- Must be committed to the mission and vision of the Women's Center and serve as an enthusiastic representative of the Women's Center.
- Ability to demonstrate consistency and dependability.
- Ability to maintain confidentiality.
- Strong interpersonal skills and the ability to work collaboratively with diverse students, staff, faculty, and community members.
- Ability to effectively manage time and multiple projects.
- Must be available occasional nights and weekends.
- Ability to fulfill work responsibilities in accordance with expectations.
- Preferred: Knowledge of Google platforms and social media familiarity/usage.

Conditions of Employment & Mandatory Dates

- Priority placement for work-study students; please check with the Financial Aid Office to see if you are eligible.
- Must be available to work 6-10 hours per week in shifts at least 3 hours long. Strongly prefer academic year-long employees.
- Must maintain a 2.5 GPA.
- Payment is \$10 per hour. Increases \$0.50 for every year following.
- Attend Monthly Staff Meeting

Mandatory Programs

Students will be asked to sign up for and/or assigned tasks/roles at these events. Dates and times will be made available prior to the beginning of the academic year. Academic courses take priority over these programs. These will be paid time if you have an assigned role/task at that event. Must be available for:

- Student leader trainings (TBD by group availability)
- Women Empowerment Welcome - September
- Domestic Violence Awareness Month Speaker/Big Event - October
- Sisterhood Dinner - February
- Women's HERstory Month (speaker or select events) - March
- Sexual Assault Awareness Month Speaker/Big Event - April
- Take Back the Night - April

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Learning Objectives & Evaluation Expectations

The overall goal of the Women's Center experience is to provide an opportunity for students to be involved in all aspects of the Center's work. Student Programming Interns are integral to the success of the Women's Center. The overall goal of the Women's Center experience is to provide an opportunity for students to be involved in all aspects of the Center's work from idea development to execution. The Women's Center is a space where students are able to cultivate skills and knowledge that will enhance and support their personal, academic and professional experiences at NCSU. As a Women's Center student staff leader, you will be able to explore new ways of engaging with your community in an effort to advance the goal of achieving a more just and equitable society. The learning outcomes provide a framework for how student workers broaden their knowledge, skills, and ideologies to work towards a more socially just community.

Learning Outcomes

- Student is able to identify, locate, and share information about the NC State Women's Center, other campus community centers, and the Office of Institutional Equity and Diversity through the provision of customer services. (Knowledge)
- Student will demonstrate an understanding of social justice education, advocacy, and support as provided by the Women's Center. (Comprehension)
- Student will apply an intersectional lens to leadership and facilitation at the Women's Center and opportunities on campus. (Application)
- Students will begin to examine social justice issues and equity through theory. (Analysis)