

Internship Opportunity

Position: Programming Intern

Position Description: The Women and Gender Studies Center seeks a University life programming intern for the 2015-2016 academic year. This position will require 10 hours per week depending on the student's schedule and the program's needs. This is an unpaid internship; however, course credit in WMST is available for students if interested. The intern will report directly to the Program Coordinator and Graduate Assistant and both will act as resources for the intern.

Job Duties

- Serve as an assistant to the program coordinator and graduate assistant for all signature events (Take Back the Night, Fear 2 Freedom, Welcome Back Pizza Party, Scholar's Lecture, Women's History Month, Sojourner Truth Lecture, Annual Gender Conference, etc.)
- Serve as a logistics coordinator before, during, and after the event
- Setup and take down at events on the day of and the days before the event
- Occasionally staff the center during programs
- General office, clerical, and logistical preparation

Application Requirements

- Please send a resume to Graduate Assistant David Corwin at dcorwin@gmu.edu by **August 14th at 5:00pm.**
- Applicants must be juniors, seniors or graduate students.
- Applicants must have had at least two courses in social justice issues (Women and Gender Studies, African and African American Studies, Latin American Studies, Native American Studies, courses in other disciplines count as well...this list is not exhaustive)
- Must have an interest in programming and student affairs
- Applicants must have some availability during the day as well as evenings (Occasionally, as late as 10:00PM)

Interviews (phone/in-person) will begin on **August 17th**. The position will begin on **September 8, 2015**. Please contact David Corwin at dcorwin@gmu.edu with any questions.