



**Student Affairs**

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

# Women's Resources Center

## *Programming Intern*

### **Our Work**

The Women's Resources Center (WRC) is a unit of the Office of Inclusion and Intercultural Relations (OIIR), which seeks to improve campus climate by providing transformative learning experiences to the Illinois community that result in an appreciation for cross-cultural engagement, awareness of gender/women's issues, and visibility of diverse women across the University of Illinois. The WRC supports and connects students, linking them with faculty, alumnae, staff, community leaders and other students through programs, workshops, mentorship, fun activities and networking events focused on the intersectionality of sexism and other forms of social identity. The WRC also provides confidential support and advocacy services for students, staff, and faculty, when they are faced with difficult or emotionally traumatic incidents such as harassment, stalking, sexual assault, or abuse within a relationship. The WRC is responsible for directing prevention programs intended to end these types of abuses as well, including the First Year Campus Acquaintance Rape (FYCARE), ICARE, I Heart Healthy Relationships, and GUARD programs.

### **Internship Description**

Programming Interns assist with the development and implementation of programs and events hosted and organized by the WRC. Programming interns have a chance to work on a variety of initiatives with differing formats, content areas, and campus partners. Interns may have the opportunity work on programs including (but not limited to) the Womxn's Career Institute, Dating Abuse Awareness Month, one of our several discussion series', Sexual Assault Awareness Month, collaborative campus events, or the Feminist Film Festival. Interns are also invited to be generative in their approach to gender equity work, and bring new ideas for needed initiatives or partnerships on campus or in the community. In addition, Programming Interns will be responsible for designing, implementing, and evaluating their own program.

### **Responsibilities Include:**

This internship will entail a mix of administrative and substantive work, including:



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- Collaboratively developing and implementing workshops and events with other on-campus and external partners
- Assisting in the development and distribution of press releases and promotional materials
- Generating social media content
- Updating online calendars
- Soliciting collaborations, financial support, or giveaways from on-campus and external partners
- Archiving event materials including planning documents, marketing, and photographs
- Assisting in event and program assessment
- Other administrative duties as assigned

### **Expectations:**

- Strong written communication skills
- Attending a mandatory intern orientation on Monday, August 24<sup>th</sup>, 5 – 8 p.m.
- Committing to a minimum of 10 hours of work per week and consistently tracking those hours
- Attending biweekly intern meetings on Tuesdays from 4 to 5 p.m.
- Participating in professional development opportunities
- Completion of a final project, including a presentation of successes to volunteers, other interns, and staff
- Clear and open communication with supervisor and other WRC staff

### **What interns can expect to gain from this experience:**

- Interns will gain hands-on experience in program development and implementation
- Interns will expand their understanding of issues related to intersectional gender equity
- Interns will gain experience in marketing
- Interns will have the opportunity to collaborate with campus partners
- Interns will gain a better understanding of the event coordination process within a university
- Interns have the opportunity to sign up for an in-depth resume review by WRC staff

### **To Apply:**

Complete the application found here: <https://forms.illinois.edu/sec/3244939>. You will also be asked to upload a cover letter and resume at the end of the application in PDF format. The cover letter should include information



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on why you would like to intern at the WRC, what unique qualities you bring, and how this internship fits into your future goals. All intern candidates will be invited to an interview before being officially selected.

Applications will be accepted on a rolling basis until the positions are filled, and interviews will be scheduled as soon as possible after the application has been received.

### **Compensation:**

While this is an unpaid internship, students can potentially earn credit hours as an independent study through the Department of Gender and Women's Studies. If you are interested in obtaining academic credit, please indicate when applying.