

**UW-Milwaukee's Women's Resource Center  
Educational Intern Description**

**Title of the Position:** WRC Educational Intern

**Department:** Office of Student Life—Women's Resource Center (WRC)

**Reports to:** WRC Assistant Director

**Mission:** We use an intersectional lens to advocate for the education, empowerment, and agency of womxn-identified , femmes, feminine-of-center, and feminist folx.

**Overview:** Our work is to maintain a welcoming, inclusive and informative environment for the campus community. As student employees you are often the first point of contact for visitors. Please remember to always be friendly and accommodating, introduce yourself and ask how you can help. Due to the sensitive nature of the work we do, it is always imperative that confidentiality and tolerance be maintained.

**Duties and Responsibilities:**

- Curate educational materials for students and community members who are interested in learning about intersectional feminism
- Assist with implementing professional development workshops at the WRC
- Assist with the WRC Ambassador Program
- Maintain the WRC Lending Library
- Work to establish the WRC's presence on campus through tabling, and online events this also means knowing the description of all semester events, being able to help the audience know our mission and values, and being able to deescalate confrontational conversations
- Attend weekly WRC staff meeting, bi-weekly one-on-one meeting, and mandatory staff trainings

**Qualifications**

- Ability to take a project from conception through completion and do so on schedule and within budget.
- Comfortable with responding to and intervening in student crisis situations,
- Willingness to work with diverse and culturally pluralistic student and staff
- Interpersonal skills (ability to interact effectively and enthusiastically with others)
- Ability to develop/demonstrate/model cultural competencies
- Experience doing social justice work and/or related coursework
- Must be an enrolled student
- Flexible scheduling; requires a maximum of 10 hours commitment per week.

**Career Applications:** Employee will gain an increase awareness and knowledge base of identity-based topics and concepts. They will also increase in understanding of one's own identity development and appreciation of others' identity development. The employee will actively strengthen leadership skills and abilities, including building and maintaining collaborative relationships and group facilitation skills.

**How to Apply:** Please contact Melinda Brennan in the WGS Department at [qbrennan@uwm.edu](mailto:qbrennan@uwm.edu)

