

UW-Milwaukee's Women's Resource Center
Program Intern Description

Title of the Position: WRC Program 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 impartiality be maintained.

Duties and Responsibilities:

- Plan, implement, attend, and evaluate WRC programming (e.g., Juntas, I'm First, She's First, We're First Sisters Like Me).
- Maintain a welcoming, inclusive, and informative environment for the campus community.
- Assist with daily administrative and clerical tasks, including but not limited to: making copies, scanning documents, data entry, word processing, delivering items to other UWM offices, and other miscellaneous tasks.
- Attend mandatory weekly WRC staff meetings (if possible), bi-weekly one-on-one meetings, mandatory staff trainings, as well as participating in professional development.
- Collaborate with Social Media Coordinator to develop social media marketing, campaigns, and other content for social media
- Attend weekly WRC staff meeting, bi-weekly one-on-one meeting, and mandatory staff trainings
- Maintain confidentiality and follow Title IX reporting procedures

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

