

Women's Center Student Staff Position

Are you interested in women's, gender, and social justice issues? Do you want to be an active part of affecting community and campus-wide change? Consider joining the Women's Center student staff for a unique personal and professional development opportunity right here on campus.

As an integral part of the Women's Center team, student staff help to provide valuable and engaging programming and resources for the UMBC community. Specific responsibilities and projects will vary depending upon the needs of the Center, staff strengths, affinities, and interests. In addition to working on particular projects, staff will also help with daily office tasks such as greeting and assisting visitors, managing the front desk, and supporting Women's Center programs and events. For questions contact us at womenscenter@umbc.edu

Note: Student staff are required to attend a virtual spring training session and a full-day training in August (dates TBA).

Responsibilities May Include:

- Developing programs on topics affecting women and/or marginalized groups. Programming can be flexible to reflect individual interests and specific academic program needs (e.g. women in STEM, reproductive health and justice; body image; sexual violence and consent; LGBTQ issues; leadership development)
- Assisting with organizing and facilitating signature Women's Center programs and groups (e.g. Critical Social Justice; Women's History Month; Sexual Assault Awareness Month; Women of Color Collective)
- Writing one blog each semester and curating content for the Women's Center's social media platforms
- Coordinating tabling events and other outreach efforts
- Representing the Women's Center in cultivating relationships with student organizations and unaffiliated student populations
- Identifying collaborative projects and/or co-sponsorship opportunities with other campus partners and organizations
- Researching and compiling community resources and services to support the Women's Center
- Developing marketing materials for Women's Center programs via promotional media

Qualifications Include:

- Proficiency in understanding and articulating women's, gender, and social justice issues
- Ability to work with diverse populations
- Strong communication and interpersonal skills
- Ability to work both independently and collaboratively to develop, execute, and assess programming
- Interest and skills related to graphic design, social media, and other marketing strategies
- Competency in effectively managing time and multiple projects
- Availability to work flexible hours based on the programming needs of the Center (most student staff work between **8-12 hours a week** at a beginning rate of **\$11.25 per hour** during the fall and spring semesters with limited ability for hours in the winter and summer;
- Cumulative GPA of 2.5 or above (must be maintained throughout duration of employment)



To be considered for a 2020-2021 student staff position or student internship, complete our google form application: <https://forms.gle/FXEuY3RkhEB3Gb3L9> and attach a cover letter, resume, and 2 writing samples to no later than Friday, April 24th. Applicants will be contacted the week of April 27th regarding next steps. Interviews will take place between May 4th– May 11th online. Please note that completion of an application does *not* guarantee that an interview will be scheduled.