

**Position Description
Graduate Intern
Women's Resource Center**

OFFICIAL TITLE/TITLE CODE:	Women's Resource Center Graduate Intern
POSITION NUMBER:	121035
APPOINTMENT STATUS:	Graduate Intern
ORGANIZATION AND LOCATION:	This position is located in the Women's Resource Center, which is a departmental unit of the Division of Student Affairs, located in a separate office on the Pullman campus.
WORKING TITLE:	Women's Resource Center Graduate Intern
EDUCATIONAL OBJECTIVES:	The graduate intern will report to and work with the Director for the Women's Resource Center (WRC) to provide leadership and coordination of the WRC programs and services on the university's campus. In collaboration with supervisor, the student will work within the theoretical frameworks of Sociocultural Proprioception and Self Determination Theory in order to assist students in developing autonomy, connectedness, and competence. The graduate student will also relate the work in the WRC to academic coursework through practical application of learned theories. Graduate student will be introduced to professional organizations and professional development opportunities to nurture aspirations of further addressing gender issues after graduation. Using feminist theory and organizational theory, the graduate intern will work with WRC Director to develop the Center into a benchmark unit in terms of programs and contributions to the university, region, and national level regarding topics impacting women.
REPORTS TO:	This position reports to the Director of the Women's Resource Center.
SPECIFIC RESPONSIBILITIES:	The GA's duties will include, but are not limited to: assume responsibilities for website updates, design, and development; develop departmental communications and outreach materials; coordinate FEMpowerment academic and life skill workshops and speaker series, assist with the coordination and facilitation of special events and outreach functions in support of WRC's goals; and coordinate food pantry and Rosario's Place.

DUTIES AND RESPONSIBILITIES:

50% (E) Marketing and Communications.

Graduate intern will work in collaboration with Director of the Women's Resource Center to oversee all web content; lead projects related to web content, strategy development, and execution; social media content development and management; develop, create, and publish content in support of internal and external communication efforts; work with university publishing and other University vendors to develop brochures, brands, graphics, flyers, programs, and other publicity or promotional materials; generate ideas, gather information, and produce accurate and engaging communication distribution via websites, social media, and email; oversee photo images for the website layout, gather content for, and distribute the LeadHerShip e-publications in the Fall and Spring semesters; and ensure materials produced are consistent with the University brand, editorial, and graphic design standards.

- Graduate intern will learn to apply critical thinking skills to ensure that programming efforts are known by target audience
- Graduate student will be able to successfully use communication and writing skills to inform the community.

30% (E) Events and Outreach

Graduate intern will assist with the coordination and facilitation of special events and outreach functions in support of the goals of the Women's Resource Center's goals. Graduate intern will participate in tabling at outreach events and will work with Director to ensure the Center is represented in ALIVE, All Campus Picnic, and other University outreach events.

- Graduate intern will learn assessment skills and will be able to develop assessment rubrics
- Graduate intern will learn to plan, schedule and facilitate programs.

20% (E) Advocacy

Graduate intern will seek out research and information related to current issues impacting women students and community. Graduate Intern will assist in overseeing and coordinating donations and development of food pantry, food drives, and Rosario's Place. Serve as representative of WRC to advocate for all students. Immediately report incidents of harassment, discrimination, heterosexism, homophobia, and violence directed at persons on the WSU campuses. Serve as spokesperson for the Women's Resource Center.

- Graduate intern will have a working understanding of WSU's AWARE network, OEO, and Student Conduct
- Graduate intern will be able to explain the mission, vision, and values of WRC

WORK REQUIREMENTS:

- Ability to provide leadership to women in the Washington State University community;
- Awareness of concerns and issues;
- Strong verbal and written communication skills;
- Strong editing and presentation skills;
- Ability to work with diverse people of different race, sex, national origin, religion, ability, and sexual orientation;
- Proficient in using programs and tools such as word processing, image processing, social media, and internet;

- Knowledge and understanding of effective graphic design and branding principles;
- Ability to create new and unique graphic design and illustrations
- Most of the work is performed in an office environment but some activities will occur outside in any weather condition and often includes late night and weekend work;
- Light lifting may be necessary on an occasional basis;
- Ability to travel across campus for various meetings, errands, and events;
- Excellent interpersonal and communication skills.

MINIMUM QUALIFICATIONS:

Required:

- Full time enrollment in a graduate program;
- Individual must be a resident of the state of Washington by the 8/15/16 start date;
- Work study eligible;
- Ability to work 20 hours per week at WRC;
- Skill and experience in publications, art, graphic design, or related areas;
- Excellent written, oral, interpersonal and intercultural communication skills;
- Demonstrated ability to exercise independent judgment, communicate and interact successfully with students, staff, faculty and guests;
- Demonstrated ability to exercise good judgment for problem solving and ability to anticipate problems;
- Demonstrated ability to serve in a customer service capacity, exercising tact and diplomacy with emphasis on flexibility and professionalism;
- Working knowledge of: Word, Excel, Publisher, and Outlook.

PAY AND BENEFITS:

Position receives \$13,914 (Step 26/ .50 FTE) per academic year. Resident tuition waiver for fall 2016 and spring 2017 (estimated at \$10,890). Graduate interns will have the option to purchase Graduate student medical insurance for the academic year 2016/2017 at their own expense. Graduate student will be responsible to pay the mandatory student fees each semester, as well as a small portion of the tuition due that cannot, by law, be waived.

APPLICATION INFORMATION:

Submit cover letter addressing your desire to serve as a graduate intern for WRC, resume/CV, samples of your graphic design skills, and your projected availability for the 2016 -2017 academic year. Materials should be submitted electronically to Dr. Heidi Stanton Schnebly at hstanton@wsu.edu by August 4, 2016.