



## GRADUATE AND PROFESSIONAL INTERN POSITION DESCRIPTION 2017-2018

### Our Mission

The mission of the Cornell **Women's Resource Center** (WRC) is to foster a more vibrant campus community by supporting the full and active participation of women-identified students in both their personal and educational pursuits at Cornell. The WRC champions endeavors that support women's education, empowerment, and advancement at Cornell and beyond. The WRC strives to be a welcoming space for people of all genders and identities. Our programs focus on advocacy, education, identity and community building. We are located in 204 Willard Straight Hall, in the Dean of Students suite on the second floor.

### Position Overview

The Graduate and Professional Intern(s) provides student support to the Women's Resource Center, including administrative assistance, program coordination, undergraduate student advising, and assisting in leading the Center's team of undergraduate student staff and volunteers. This position reports to the Assistant Director of the Women's Resource Center and/or the Associate Dean & Director of the Women's Resource Center.

### Responsibilities:

- Assists with coordination of core Center programming, including ongoing regular programming and major annual events such as welcome receptions, Love Your Body Day, The Vagina Monologues, Take Back the Night, International Women's Day and Women's History Month;
- Assists the Center with publicity and outreach, such as our weekly newsletter, website updates, event posters;
- Assists with administrative and logistical tasks relating to the Center's operation (i.e. ordering supplies, room reservations, WRC mailings);
- Plans and implements educational programming for the community;
- Serves as a liaison between the Center and GPWomeN (Graduate and Professional Women's Network);
- Greets Center visitors, answers the phone, and provides general office support;
- Represents the Center at campus-wide outreach activities and events;
- Assists with alumni development activities as needed;

- Collaborates with Feminist, Gender and Sexuality Studies program on joint initiatives;
- Will do research, benchmarking, and planning for new initiatives the WRC is undertaking;
- Other projects as assigned based on professional interests and areas of need.

### **Qualifications**

- Must be a currently registered graduate or professional student at Cornell University;
- Must be available for regular weekly hours, full staff meetings and 1:1 meetings with the Assistant Director and/or Director;
- Must have experience and sensitivity towards working with traditionally under-represented populations, including students from diverse racial/ethnic backgrounds, gender identities, sexual orientations, religious/spiritual beliefs, political identities, differently-abled identities, socioeconomic backgrounds, etc.;
- Must have strong organizational skills;
- Must be self-motivated and be able to work independently;
- Must effectively represent the Center by always maintaining a professional manner with office staff, students, faculty, and community members;
- Must be able to maintain confidentiality of sensitive matters pertaining to the center's activities;
- Graphic/web design and social media is a plus!

### **Hours & Compensation**

- The Graduate and Professional Intern(s) works in the Center for 8-10 (eight to ten) hours per week throughout the academic year. The Center is open and staffed Mon-Fri 9:00am-6:00pm.
- This position is paid at a rate of \$15.00 per hour.

### **To Apply**

Interested applicants, please submit your resume and cover letter to Laura Weiss, Associate Dean of Students and Director of the Women's Resource Center: lbw26@cornell.edu, by **Friday, September 1<sup>st</sup>**, for consideration to be hired for the 2017-2018 academic year. Thank you and we look forward to hearing from you.