



# Women's Center Intern

PLU Women's Center

[www.plu.edu/~womencen](http://www.plu.edu/~womencen)

535-8759

The Women's Center provides the opportunity for students to build and enhance leadership skills while promoting women's empowerment and furthering gender equity. The Women's Center Intern will develop and coordinate Women's Center programs to engage and educate the campus community on a range of issues. The Intern will gain valuable experience and build skills to better equip her/him for future employment, service or activism efforts.

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## Responsibilities

- Understand Women's Center services and programs; provide general office assistance
- Represent Women's Center at various university programs and events
- Collaborate to develop, implement and support Women's Center programs, i.e. Love Your Body Day and Women's History Month
- Publicize Women's Center sponsored programs by developing advertisements and promotion tools (Daily Flyer, Press Releases, Campus Voice, campus displays, posters, etc)
- Participate in regular staff meetings and trainings
- Organize and coordinate additional projects and opportunities that support the Women's Center's mission

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## Qualifications

- Belief in promoting women's empowerment and willingness to actively support the mission of the Women's Center
- Strong verbal and written communication skills
- Ability to manage time and projects independently
- Ability to relate well with students, parents, faculty, and administrators
- Working knowledge of computer programs (Word, Excel, Publisher, etc.)
- Completed Application (online at [www.plu.edu/~stuemp](http://www.plu.edu/~stuemp))
- Enrollment in on-campus PLU courses for Fall 2008

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## Preferred Qualifications

- Experience with Women's & Gender Studies

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## Duration of Employment

- 7-10 hours per week September – May
- Participate in Common Fall Training **August 27-29, 2008**
- Assist with Women's Center Orientation training activities

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## Remuneration

- \$8.07/hour
- Early arrival room access will be provided to Interns who live on-campus.
- Free meals during Common Fall Training and Orientation

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## Contact Information

Bobbi Hughes  
Director, Women's Center

253-535-8759  
[hughesbr@plu.edu](mailto:hughesbr@plu.edu)