

Internship Position
Center for Women's & Gender Studies

The West Virginia University Center for Women's & Gender Studies is advertising a position for an intern who will help publicize and coordinate activities for the Center during the 2012/2013 academic year. This person should be currently enrolled as a WVU student with a background in women's & gender studies and/or a commitment to social justice issues. The position is part-time (10-15 hours per week depending on need and availability) with a pay rate of \$10 per hour and will start during the fall 2012 semester. The intern will be responsible for the following tasks:

- 1) Develop and communicate information about events and activities associated with the program through the Center's website and other social media
 - Maintain the Center's social media presence (such as Facebook, Twitter, and YouTube) to communicate with alumni, students, faculty and other supporters
 - Take photographs and video recordings and organize documents associated with the program's activities to post on social media and the Center's website
 - Update calendar of events and assist in communication about activities with university and community members

- 2) Design brochures, announcements, and other publicity for events and activities
 - Utilize graphic design skills
 - Help schedule activities organized by the Center on campus
 - Write press releases and work with news and information office to advertise events
 - Assist in developing a strategic marketing plan to identify and recruit students via electronic and printed materials, e. g., postcards, letters, and social media

- 3) Promote the Center through effective communication and organizational skills
 - Strong writing and speaking skills necessary to communicate with diverse people associated with the Center
 - Professionalism and the ability to represent the Center at public events
 - Ability to work independently and cooperatively

Please send a letter of application outlining your qualifications for this internship, a WVU transcript (copies will be accepted), and two letters of reference to:

Dr. Ann Oberhauser, Director
Center for Women's & Gender Studies
PO Box 6450
West Virginia University
Morgantown, WV 26506
Ann.oberhauser@mail.wvu.edu

(304) 293-2063

Application deadline - July 13, 2012