Center for Women
Internship Positions
Spring and Summer 2010

About the Center
The Center for Women at Emory helps Emory University provide the best possible environment for women as students, scholars and employees. We advocate for gender equity throughout the University; provide resources and skill-building opportunities; and bring faculty, students, practitioners, activists, and other learners together to examine gender issues and work toward ethical solutions.
We focus our work in these areas:

Academic Scholarship
Supporting research and scholarship related to women and gender, and making scholarship available and useful outside academia.

Leadership Development
Preparing diverse groups of women to be leaders in their professional and personal lives, and preparing all genders to be leaders in gender equality.

Education
Providing practical educational programs and resources related to women’s physical, mental, spiritual, and financial health.

Global Engagement
Connecting the Emory community to global women's issues and using technology to create a global learning environment.

Mission
The Center for Women at Emory exists for, through, and because of all Emory women, providing resources and support as women empower themselves, and one another, in their pursuit of individual and collective goals. The Center strives to create an atmosphere in which all people are free to affirm and celebrate their differences, including but not limited to differences of gender, race, sexual orientation, class, age, religion, and physical and mental ability.

To fulfill this mission, the Center for Women will provide adequate space and programs to aid and enhance the growth of women throughout the University; advocate for the removal of barriers that inhibit the full participation of women in the community; promote non-oppressive attitudes and behaviors in all individuals; and enrich the campus by providing an interdisciplinary forum for women's cultural, spiritual, aesthetic, intellectual, and social lives.
**Duties:**
- Report to the Assistant Director at the beginning of every shift
- Assisting with publicity efforts
- Database management
- Provide office coverage, respond to inquires and assist walk-ins
- Answering phones
- Opportunity to work on websites
- Participating in meetings and taking notes
- Research and writing
- Blogging
- Phone
- Assisting with general administrative tasks
- Creating and editing short films
- Assist with a theatrical production
- Organize awareness events

**Qualifications**
- Must be willing to learn about gender issues
- Will be able to work a minimum of 8 hours a week
- Computer experience (MAC experience preferred)
- Good organization skills
- Enjoys a fast pace environment
- A self-started with a strong desire to learn
- Will receive on-site training for all duties
- Be available for evenings for special events

**Benefits**
- College credit, if appropriate
- Involvement with a variety of Emory offices and departments
- Will learn about the university system
- Experience in planning, conducting and evaluating a program
- Opportunities to create programs or other initiatives
- Meet incredible people
- Gain new skills to prepare you for the work force
- Get involved in outstanding programs
- Work on social networking websites
- Learn new computer programs
- Discuss gender issues
- Increase networking skills

**Application process**
Interested students should submit a resume to sasha.smith@emory.edu.