



UW Oshkosh Women's Center
717 W. Irving Street
Oshkosh, WI 54901
(920) 424-0963
womenscenter@uwosh.edu



Internship Opportunities at the Women's Center

Join us at the Women's Center for an opportunity to grow personally and professionally as well as provide the opportunity to help others do the same! This internship is designed to give you a hands-on opportunity to get involved and make a positive difference in the lives of others on campus and in the larger community. Please contact us if you are interested in a fall, spring or academic year internship.

Mission: The Women's Center exists to help empower women to fulfill their personal, academic, and professional potential.

Vision: We will strive to help women and men of all walks of life to learn to work, play, and live together in ways based on mutual respect by:

- providing resources and education for the UW-O community;
- creating a welcoming place for women to connect; and
- promoting an environment that values diversity.

Services:

- **Education:** Offer programming that fulfills our mission via speakers, films, activities, examples of women's cultural achievements, and workshops.
- **Safety:** The center works closely with the Campus Violence Prevention Project and, in conjunction with University police, provides RAD (Rape Aggression Defense) courses for women and Jiu Jitsu (Brazilian Self-Defense).
- **Resources:** Library and internet-accessible computer lab.
- **Connections:** To other services for women provided both on- and off-campus.
- **Space:** For any group to meet for reasons that fall under our mission.

Clientele: The Women's Center serves men and women, including UW Oshkosh students, faculty/staff, and the larger Oshkosh community.

Internship Responsibilities:

A high level of confidentiality is expected and required. Job duties include (but are not limited) to: answering phones, greeting visitors, assist with marketing the Women's Center to the campus and community, attend outreach events and meetings, research special topics and/or attend special community events as assigned by the director, program planning (plan, coordinate, and evaluate a program that corresponds to one of our key initiatives), and working collaboratively with other student and/or community organizations.

Comments from Women's Center Interns:

"I began my internship at the Women's Center in Spring 2008. Interning at the Women's Center gave me a lot of flexibilities and opportunities. As an intern, I have taken advantage of doing program planning at the Boys & Girls Club and attend Women's Center events which are an excellent way of meeting new people. The Women's Center also holds many events that you can be involved in and may benefit from."

"My time spent interning at the UW Oshkosh Women's Center proved to be beneficial in many areas of my life. I learned skills relevant to life after college and was also able to become more involved in my current extracurricular activities in the Women's Advocacy Council. I had the opportunity to publicize, organize, and orchestrate many events related to and held at the Women's Center, while being able to network with various departments within the University as well as resources in the greater Oshkosh area. My internship taught me the importance of these networking skills, and they have proved to be beneficial in my life post college. I continue to stay involved with the Women's Center today as it is welcoming not only to college students at UW Oshkosh, but to graduate students and members of the community, and is an overall a warm, inviting, and relaxing place to spend time!"



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Position Requirements:

- ✓ Ability to communicate effectively (written and verbal)
- ✓ Good listening skills
- ✓ Ability to maintain professional skills and attitudes (follow policies, show initiative, self-discipline, dependable, enthusiastic and maintain a professional image)
- ✓ Excellent human relations skills (trustworthy, confident, sense of humor, conflict resolution, work well with others)
- ✓ Ability to demonstrate community, cultural and global awareness (practice good citizenship, respect diversity, understand historical and current events)
- ✓ Ability to maintain a code of ethics (**confidentiality**, sensitive to womens' issues, honest, responsible, resolves conflicts and moral dilemmas through decision-making process)
- ✓ Good computer skills (Word, Excel, Publisher, electronic calendar systems, email)
- ✓ Ability to work independently and to make sound decisions
- ✓ Strong program planning skills (creativity, organization, coordinating skills, follow-through)
- ✓ Ability to network on campus as well as in the community
- ✓ Must be available to assist with one (1) evening program per week

6. Please list previous work experience (paid/unpaid) and attach current resume. Please include titles, dates and duties you performed as well as elaborate on those skills you gained which you think would be most relevant to this position with the Women's Center.

7. Do you have other extracurricular commitments? If so, please list them and note your responsibilities.

BACKGROUND / CONVICTION RECORD

Have you ever been convicted of a misdemeanor or felony? _____

If yes, report date, nature and disposition of offense:

PLEASE NOTE: A criminal record will be considered only as it relates to specifics of the intern position for which you are applying.

PERSONAL REFERENCES

References: List non-family members who have knowledge of your skills, abilities and qualifications. Individuals should have worked with you on projects and activities and/or have direct experience with or knowledge of your qualifications. Please provide complete addresses and phone numbers.

Name: _____
Relationship Phone Email

Address: _____
Street City State Zip

Name: _____
Relationship Phone Email

Address: _____
Street City State Zip

Name: _____
Relationship Phone Email

Address: _____
Street City State Zip

I authorize the contact of listed references. I understand that misrepresentation or omission of required information is just cause for non-appointment as an intern with the Women's Center at UW Oshkosh. I agree to abide by the policies of the University of Wisconsin Oshkosh and the Women's Center and to fulfill the intern responsibilities to the best of my ability.

Applicant's Signature

Date