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Overview
The Duke University Women's Center (DUWC) seeks to develop students who are excited and prepared to lead social change around gender issues. Our goal is to work with students to promote a campus culture that ensures the full participation and agency of female identified students at Duke and to nurture social justice oriented global citizens. The internship program prepares and supports students to shape the work of the DUWC through the creation of campus programming and initiatives. Through program specific tracks, students have the opportunity to develop specialized skills and knowledge, as well as general professional competencies that are applicable to any work environment. Paraprofessional staff can expect to emerge from the program with more confidence, knowledge, and skills to engage in activist and advocacy work to effectively address and end gender violence and inequity.

Paraprofessional staff are paid, and expected to work 6-8 hours a week, including meetings and trainings.

Interns can expect to experience the following:
1. **Orientation Retreat & Training:** All paraprofessional staff receive initial training that orients them to a framework that incorporates feminist and womanist theory/ethics and basic training to work at DUWC. Throughout the course of the year, students are trained and challenged in how to practically apply these theoretical frameworks toward affecting positive change on a college campus.
2. **Supervision:** Each student is assigned a supervisor to monitor and support personal and professional development over the course of the year. Through regular meetings, the supervisor will work with the student to create and complete a work plan that will outline work and relevant personal objectives for each semester.
3. **Meetings:** Students will have regular meetings to share experiences and strategize on work and campus related concerns.
4. **Evaluation:** Using work plan and other leadership measures, paraprofessional staff will be formally assessed by DUWC staff at the mid-year point and at the end of the year.
5. **DUWC Events:** Over the course of the year events paraprofessional staff will be expected to be fully engaged and participatory in DUWC events initiated by senior staff.
6. The internship will begin in August 2016 and last until May 2017.

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Prevention Training Facilitators (8 positions available)
Prevention Training Facilitators will lead PACT Trainings (gender violence prevention training) and other prevention trainings in pairs throughout the year. More on the history and components of PACT Training can be found here: [http://studentaffairs.duke.edu/wc/programs-services/pact-prevent-act-challenge-teach](http://studentaffairs.duke.edu/wc/programs-services/pact-prevent-act-challenge-teach). Additional trainings co-facilitated by students in this track will focus on intimate partner violence, consent and stalking prevention. Facilitators will
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also assist with programming during Gender Violence Awareness & Prevention Month (October).

*Students in this position must be available to return to campus early to participate in an intensive 3-day facilitator training prior to First Year Orientation Week in August.* Students must be very reliable, engaging and able to facilitate meaningful discussions with their peers on challenging topics. Students must be available for weekly evening and weekend trainings at on-campus locations.

**Women’s Leadership Intern (1 position available)**
The Women’s Leadership Intern will assist with programming in the areas of STEAM, Politics, Media; Women’s History Month, Wisdom in Action and the SHEntrepreneur in Residence program. The student in this position must be available for weekly evening and weekend experiences when necessary at on-campus locations. The student must be reliable, concerned and committed to equity and affirming the wellness and status of women on campus as they prepare for post undergraduate career, academic and civic endeavors.

**Community Engagement Intern (1 position available)**
The Community Engagement Intern will assist with the Women’s Center outreach to underrepresented populations to increase the overall student experience throughout Duke’s campus through social media, publicity, marketing, programming, and special initiatives such as Polished Pebbles, fall and alternative break programs and Feminist/Womanist Month. The student must be reliable, and intentional to form positive relationships and collaborative experiences designed to increase the visibility and participation of the student population in Women Center events and experiences.

**Eligibility**
All applicants must be able to commit one full year to the program. Any students planning on studying abroad or graduating early should not apply. Applicants must be undergraduate students. Paraprofessional staff are expected to work 6-8 hours per week, with two mandatory hours physically in the Center.

**Application Process**
Students should apply to the position that is most appropriate to their skills and interests. Applicants must submit a resume and cover letter – ALL IN ONE PDF FILE – to internapp@studentaffairs.duke.edu. The resume should include past and current relevant work/volunteer experience, and a description of extracurricular activities. The cover letter should include desired position, reason for interest in the internship, and an explanation of the skills and experience that makes applicants the best match for the position.

All materials should be submitted no later than 5 PM on **Friday, March 11th**. There will be no exceptions or extensions granted. Interviews will take place at the end of March/beginning of April, and all applicants will be informed of the Center’s final decisions by April 11th.
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**Frequently Asked Questions**

*Are there one-semester opportunities to be involved in the Women's Center?*
Yes, but not as part of the paid internship program. Students who are interested in being involved in the Women’s Center but are only here for one semester may choose to engage one or more of the program areas (see website) or participate in other DUWC programming. Being present in the Women Center’s space is an excellent way to become more familiar with the center before applying to an intern or PACT facilitator position.

*If I become a paraprofessional staff during my freshman or sophomore year, does that mean I will automatically be hired each year until I graduate?*
No. Based on student participation in their first year, participants may be invited to participate in a second year. Those who are not invited back are encouraged to be involved in the Women’s Center by engaging in other programming and are invited to collaborate in discussions and student groups affiliated with the Center.

*I am a rising senior. Can I apply even though I’m graduating in the spring?*
Yes! All interested students are invited to apply as long as you can commit to the entire year.

*Can this count as my work-study position?*
Yes. Please let us know during the application process if you want to use this for your work-study placement.

*Is this a paid experience?*
Yes. Paraprofessional staff will be paid at a rate of $9.00/hour and are expected to work 6 to 8 hours per week. Two hours per week must be performed within the Center. Paraprofessional staff are additionally expected to attend a minimum of two DUWC events per semester.