



GenCen Undergraduate Office Internship

Application Deadline: Wednesday, November 8

GenCen is seeking an office intern for Spring Semester 2018!

This is a **paid position** requiring a commitment of up to 10 hours per week during our office hours of 8:00am-5:00pm, Monday-Friday. Applicants must be enrolled at Michigan State University and should be **sophomores or juniors by Spring 2018**.

A successful GenCen intern will possess the following qualities:

- Ability to work without assistance in Microsoft Office Suite (including Outlook)
- Comfortable with computer navigation and file management
- Ability to work independently with resourceful thinking, balance multiple projects, and take initiative
- Strong interest in gender, women's issues, and diversity on an international level

Intern responsibilities include, but are not limited to:

- Editing the GenCen website and social media sites
- Working with directors and staff to design and implement GenCen initiatives
- Utilizing Mail Chimp email service to communicate with the GenCen ListServ
- Maintaining GenCen databases and preparing for recurring events/initiatives
- Assisting in other office duties as they arise

This is an excellent opportunity for students studying Women's and Gender Studies, LGBTQ & Sexuality Studies, International Relations, Public Policy, Political Science, Anthropology, Sociology, Social Work, Geography, or anyone interested in development and globalization issues and their effects on women and gender.

Depending on performance, the position will continue beyond the Spring 2018 semester.

TO APPLY:

Applications should consist of:

1) A brief letter of interest describing your qualifications and how the position would contribute to your study/career goals, **2)** a current resume and **3)** a writing sample (maximum of 2 pages; excerpt samples from class papers are most common.)

Please send electronic submissions to gencen@msu.edu with the subject line "GenCen Undergraduate Office Internship Application." Include within the body of your email your full name, your expected graduation (e.g. Spring 2019), and your preferred contact email. Attached to the email should be your four application components; all attachments must be in Microsoft Word or PDF formats. **Applications are due by midnight, November 8.**

Interviews will be scheduled within the two weeks following the deadline. **If you have any questions, please contact us at gencen@msu.edu.**