Internship Program 2015-2016

The Gender Equity Resource Center is excited to launch Phase 1 of our new internship program! We took the campuswide feedback from our (re)envisioning process last year and came up with a model we believe will better meet our communities’ needs. We are looking for enthusiastic and experienced students who are committed to issues of social justice and motivated to make social change within our communities to be a part of Phase 1 of our new program this year!

Below is brief information about each position, please read through the full position descriptions before applying! Please note that all our internship positions are now a year-long commitment.

Open Positions:

- **The Key Collective Program Assistants** (2 positions) plan and execute thematic events and projects that raise awareness and dialogue about current events, movements, and needs on campus, locally, nationally or globally.
- **The Core Collective Program Assistants** (2 positions) plan and execute GenEq’s annual programming (see position description for list of events). Our annual programming is designed to meet the basic needs of our campus communities, and is supplemented by the work of the Key Collective Program Assistants, who plan events focused on current events and topics of significance.
- **The GenEq Course Curriculum Design Intern** (1 position) will work closely with GenEq staff to co-create the syllabus for a semester-long course designed to give students a foundational understanding of GenEq’s topic areas (women, LGBTQ+, sexual/dating violence, and hate crimes), and the current events and activism related to them.

*Applicants must be available for, and hold, Saturday, September 26th, 2015 from 10am-4pm for the internship retreat.*

**Applications are due by Friday, September 11, 2015 at Noon** to mboyce@berkeley.edu, 203 Cesar Chavez (in the Gender Equity Resource Center), or through the online submission form available at [http://geneq.berkeley.edu/internships](http://geneq.berkeley.edu/internships). Applicants are encouraged to submit their applications in advance of the deadline, as we are beginning interviews on September 8th, 2015. Questions? Contact Marisa at mboyce@berkeley.edu.
**Infosession:**
Attendance of an infosession is not mandatory for applicants, but highly encouraged. It is a great time to learn more about which positions you are most interested in, to visit the space, and to talk with staff. Our infosession will be held:
- Wednesday, September 9th, 2015, 2014 from 12-1pm in GenEq, 202 Chavez

**About the Gender Equity Resource Center:**
The Gender Equity Resource Center, fondly referred to as GenEq, is a UC Berkeley campus community center committed to fostering an inclusive Cal experience for all. GenEq is the campus location where students, faculty, staff and alumni connect for resources, services, education and leadership programs related to gender and sexuality.

The programs and services of the Gender Equity Resource Center are focused into four key areas:
- Women
- Lesbian, Gay, Bisexual, Transgender, & Queer + (LGBTQ+)
- Sexual/Dating Violence
- Hate Crimes

Through our many programs and services we strive to:
- Provide a space for respectful dialogue about sexuality and gender
- Illuminate the interrelationship of sexism, homophobia and gender bias & violence
- Create a campus free of violence and hate
- Provide leadership opportunities
- Advocate on behalf of survivors of sexual, hate, dating and gender violence
- Foster a community of women and LGBTQ+ leaders
- Be a portal to campus and community resources on LGBTQ+, Women, and the many intersections of identity (eg race, class, ability, etc...)

The Gender Equity Resource Center (GenEq) is a department in the Division of Equity & Inclusion, University of California, Berkeley.
Internship Application 2015-2016

Name:

Preferred Gender Pronoun(s):

Phone:

Email:

GPA:

Expected Year of Graduation:

Class Standing (Circle one): FR  SO  JR  SR  GRAD

Major(s):

Minor(s):

For the positions in which you are applying, please rank them in order of interest, 1 being your first choice of position. Please read each position description closely (available online, or in application packet) before submitting your application

__ Core Collective Program Assistant
__ Key Collective Program Assistant
__ GenEq Course Curriculum Design Intern

All interns are expected to attend GenEq Intern Retreat on Saturdays September 26th, 2015 from 10am-4pm. Please confirm you are able to attend this retreat
Please confirm you are able to attend:  Yes_____ No_____

All interns are required to attend bi-weekly intern seminars on Tuesdays from 4-6pm.
Please confirm you are able to attend:  Yes_____ No_____

Please list the computer software applications with which you are familiar:
Please answer the following questions in no more than 100 words each:

1. Please describe yourself in 25 words or less.
2. Why are you interested in working at GenEq?
3. What do you hope to learn during your term as a GenEq Intern?
4. What do you hope to contribute during your term as a GenEq Intern?
5. Please list 1-2 events, projects or workshops you have planned or coordinated in the last 2 years. Be sure to include: title, location, number of people on your planning team, any measurements of success, a challenge you faced in planning, and a reference who we may contact about this event.
6. Why do you believe the Gender Equity Resource Center is an important resource at UC Berkeley?
7. Please list your availability M-F, 9am-5pm 9/8-9/21 so we can schedule a 45-minute interview with GenEq Staff. Please list all available times as our interview schedule can be full.
Key Program Assistants

A part of the Key Collective

2 positions

Apply at: geneq.berkeley.edu/internships

2 units available, but not required - GWS 97/197

The Key Collective is responsible for addressing current events and hot topics related to GenEq’s four program areas (women, LGBTQ+, sexual/dating violence, and hate crimes) and responding to the evolving needs of the communities we serve. The Key Collective consists of: Program Assistants, Department Liaisons (e.g. MCC/GenEq Liaisons), and Marketing & Outreach Interns.

The Key Collective Program Assistants plan and execute thematic events and projects that raise awareness and dialogue about current events, movements, and needs on campus, locally, nationally or globally. As such, these Program Assistants will be expected to keep up with the news and social media related to GenEq’s topic areas, and be able to work on short timelines. While the Core Collective’s annual programming is designed to meet the basic needs of our campus communities, the Key Collective’s programming ensures that we are responsive to the evolving needs of our communities. Both annual and one-time events are critical to meet the needs of our campus communities.

The Key Program Assistants are a part of a collective. We anticipate that each intern will have their own interests and strengths, and may naturally gravitate towards a particular topic area or type of work - but to work collectively each intern must actively contribute their ideas and perspectives, and support the work of their fellow collective members.

We seek applicants who are creative and highly enthusiastic about this work and these topics. We seek students who are invested in developing a community in which we challenge each other to grow, and hold one another accountable, through reflection, dialogue and action.

Qualifications:

- Must be a currently registered student at UC Berkeley
- Strong understanding of gender, sexuality and violence topics (concepts, readings, communities, hxstories, organizations, etc) - particularly our four topic areas: LGBTQ, women, sexual/dating violence, and hate crimes
- Ability to think creatively about educational and community building needs, and design programming to best serve our campus communities
- Experience with event and/or project planning
- Ability to work through a lens of intersectionality and consider the multiple needs of diverse communities (e.g. queer people of color, women with disabilities, etc)
- Excellent communication skills (verbal and written)
- Organized, great time management skills and able to multi-task
- Ability to work independently and with a team
- Excellent interpersonal skills, especially the ability to work with culturally and ideologically diverse staff and volunteers
- Respect for confidentiality
- Reliable (e.g. being on time, following through on commitments, actively communicating with supervisor and other partners/guests)
- Compassionate, understanding and empathetic
- Can manage conflict with mature conversation (e.g. active listening, non-violent communication), and engage across difference.

**Responsibilities and Requirements:**
- Commitment of 10 hours/week towards meetings, retreats, trainings and independent work time, including:
  - Attendance at biweekly seminars
  - Attendance at intern retreats & trainings
  - Weekly check-ins with core collective
  - A two-semester commitment (Fall 2015 and Spring 2016)
- Completion of timesheet
- A 5-7 page reflection paper - due by the Friday before RRR Week
- Execution of responsibilities as outlined in the above description
- Completion of pre- and post-experience and knowledge survey
Core Program Assistants

A part of the Core Collective

2 positions

Apply at: geneq.berkeley.edu/internships

2 units available, but not required - GWS 97/197

The Core Collective is responsible for the implementation of GenEq’s annual programs and offerings, and the maintenance and cultivation of GenEq resources and Community Space. These are the programs, events, opportunities and resources that we believe are the necessary foundation to support our campus communities to thrive on campus. The Core Collective consists of: Program Assistants, The Vagina Monologues Production Team, Student Office Assistant, and the GenEq Course Curriculum Design Intern.

The Core Collective Program Assistants plan and execute GenEq’s annual programming (see below for list of events). Our annual programming is designed to meet the basic needs of our campus communities, and is supplemented by the work of the Key Collective Program Assistants, who plan events focused on current events and topics of significance. Both annual and one-time events are critical to meet the needs of our campus communities. While the list of events for which this group is responsible is already set, interns will use their unique skills and perspectives to determine the foci, collaborations, etc such that the “same” event will look dramatically different each year.

The Core Program Assistants are a part of a collective. We anticipate that each intern will have their own interests and strengths, and may naturally gravitate towards a particular topic area or type of work - but to work collectively each intern must actively contribute their ideas and perspectives, and support the work of their fellow collective members.

The Core Collective Program Assistants are responsible for these events in the 2015-2016 school year:

- National Coming Out Day or Queer and Trans* History Month (October)
- Transgender/Gender Non-Binary/Gender Expansive+ Education Week (November)
- RISE! Celebrating Women, Community Love and Leadership Awards (March)
- Take Back the Night (April)

We seek applicants who are creative and highly enthusiastic about this work and these topics. We seek students who are invested in developing a community in which we challenge each other to grow, and hold one another accountable, through reflection, dialogue and action.
Qualifications:

- Must be a currently registered student at UC Berkeley
- Strong understanding of gender, sexuality and violence topics (concepts, readings, communities, histories, organizations, etc) - particularly our four topic areas: women, LGBTQ+, sexual/dating violence, and hate crimes
- Ability to think creatively about educational and community building needs, and initiate and design programming to best serve our campus communities
- Experience with event and/or project planning
- Ability to work through a lens of intersectionality and consider the multiple needs of diverse communities (e.g. queer people of color, women with disabilities, etc)
- Excellent communication skills (verbal and written)
- Organized, great time management skills and able to multi-task
- Ability to work independently and with a team
- Excellent interpersonal skills, especially the ability to work with culturally and ideologically diverse staff and volunteers
- Respect for confidentiality
- Reliable (e.g. being on time, following through on commitments, actively communicating with supervisor and other partners/guests)
- Compassionate, understanding and empathetic
- Can manage conflict with mature conversation (e.g. active listening, non-violent communication), and engage across difference.

Responsibilities and Requirements:

- Commitment of 10 hours/week towards meetings, retreats, trainings and independent work time, including:
  - Attendance at biweekly seminars
  - Attendance at intern retreats & trainings
  - Weekly check-ins with core collective
  - A two-semester commitment (Fall 2015 and Spring 2016)
- Completion of timesheet
- A 5-7 page reflection paper - due by the Friday before RRR Week
- Execution of responsibilities as outlined in the above description
- Completion of pre- and post-experience and knowledge survey
GenEq Course Curriculum Design Intern

A part of the Core Collective

1 position

Apply at: geneq.berkeley.edu/internships

2 units available, but not required - GWS 97/197

The Core Collective is responsible for the implementation of GenEq's annual programs and offerings, and the maintenance of GenEq's resources. These are the programs, events, opportunities and resources that we believe are the necessary foundation to support our campus communities to thrive on campus. The Core Collective consists of: Program Assistants, Vagina Monologues Production Team, Office Assistant, and the GenEq Course Curriculum Design Intern.

The GenEq Course Curriculum Design Intern will work closely with GenEq staff to co-create the syllabus for a semester-long course designed to give students a foundational understanding of GenEq’s topic areas (women, LGBTQ+, sexual/dating violence, and hate crimes), and the current events and activism related to them. This intern will also help with administrative tasks to bring the course to fruition, such as tracking deadlines and filing paperwork for course approval, meeting with relevant staff and faculty, and assisting with the recruitment and selection of student course facilitators. This intern will also be expected to create timelines and goals to support the completion of the syllabus.

The course will provide a broad survey of themes related to GenEq’s four topic areas: women, LGBTQ+, sexual/dating violence, and hate crimes. The course will utilize multiple teaching methods such as lecture, activities, materials from academic and community organizing sources, and other modalities to provide students with a multi-faceted look at these topics.

The average student taking this course will be familiar with one, maybe two, of GenEq’s topic areas but have little knowledge of the other topic areas. This will create a classroom where students with a lot of knowledge and experience on a particular topic will be sharing a learning environment with students who are new to that topic. This course will intentionally build a classroom culture that supports the learning of all students, at all points on the learning journey, where students are able to support one another’s learning through dialogue and peer-to-peer education. The course will be:

- a pipeline for students who want to be GenEq interns
- a resource for student leaders to expand their knowledge of the issues affecting our communities, and enhance their ability to lead in dynamic and diverse communities
- an entry point for students who want to learn more, or get involved in GenEq or related communities

The GenEq Course Curriculum Design Intern is a part of a larger collective. We anticipate that each intern will have their own interests and strengths, and may naturally gravitate towards a particular topic area or type of work - but to work collectively each intern must actively contribute their ideas and perspectives, and support the work of their fellow collective members.

We seek applicants who are creative and highly enthusiastic about this work and these topics. We seek students who are invested in developing a community in which we challenge each other to grow, and hold one another accountable, through reflection, dialogue and action.

Qualifications:
- Must be a currently registered student at UC Berkeley
- Experience with the creation and design of interactive curricula
- Strong understanding of gender, sexuality and violence topics (concepts, readings, communities, hxstories, organizations, etc) - particularly our four topic areas: LGBTQ, women, sexual/dating violence, and hate crimes
- Ability to work through a lens of intersectionality and consider the multiple needs of diverse communities
- Excellent communication skills (verbal and written)
- Organized, great time management skills and able to multi-task
- Ability to work independently and with a team
- Excellent interpersonal skills, especially the ability to work with culturally and ideologically diverse staff and volunteers
- Respect for confidentiality
- Reliable (e.g. being on time, following through on commitments, actively communicating with supervisor and other partners/guests/etc)
- Compassionate, understanding and empathetic
- Can manage conflict with mature conversation (e.g. active listening, non-violent communication), and engage across difference.
- Significant coursework in the social sciences, particularly Gender & Women’s Studies, Ethnic Studies, African American Studies, Sociology, Education, etc (preferred)
- Previous experience working with GenEq (preferred)
- Experience working with faculty and research (preferred)

Responsibilities and Requirements:
- Commitment of 10 hours/week towards meetings, retreats, trainings and independent work time, including:
  - Attendance at biweekly seminars
  - Attendance at intern retreats & trainings
  - Weekly check-ins with core collective
  - A two-semester commitment (Fall 2015 and Spring 2016)