**ANNOUNCEMENT: INTERNSHIP OPPORTUNITY FOR SPRING 2016 WITH THE DEPARTMENT OF GENDER AND WOMEN’S STUDIES AT MPC**



Would you like to obtain hands-on administrative support experience and build your professional resume while a student at MPC? Are you a creative person with an aptitude for research-related projects or visual design and communication? Do you have an interest in gender issues, feminism, or women’s advocacy?

**The Gender and Women’s Studies Department is offering a semester long internship** working with the Department Chair, Professor Davis, for Spring 2016. This internship is available through MPC’s COOP program or Independent Study and the student intern will work directly with Dr. Davis a total of approximately 60 hours during the semester (an earn 1 credit). The internship will begin as soon as the candidate is selected and the semester begins. The student should be available to work on campus during part of the day on Tuesdays and Thursdays. Other work hours will be by arrangement and may not require the intern to work from a campus location.

Projects on which the intern will work include:

* Compiling a directory of all GWS programs currently operating at CA community colleges.
* Potentially giving a Prezi presentation in classrooms (this is something the student will help decide).
* Creating and distributing flyers for the Gender Studies Club and facilitating club activities.
* Helping to organize, publicize, and facilitate campus events and programming to be held during the semester.
* Writing communications related to programming and publicity at the request of Dr. Davis.
* Creating flyers to publicize GWOS events and courses.
* Web enrichment

The student should be responsible, self-motivated, and committed to a high standard of achievement, able to work independently to achieve defined objectives, able to organize a project effectively and facilitate its completion while meeting deadlines, able to work cooperatively under supervision, and able to communicate effectively and bring an amount of creativity to tasks involving publicity materials for the department. Having an interest in gender issues or feminism is very desirable but not a requirement of the internship!

If this sounds like YOU and you are interested in applying for the internship, please contact Dr. Davis as soon as possible at **ddavis@mpc.edu**to request an application. Applications will be considered until the internship position is filled.