

## **AWED Internship - Fall 2017**

**Title:** AWED Intern

**Department:** Academic Affairs

**Division:** Office to Advance Women, Equity & Diversity (AWED)

**Instructor of record:** Suzanna Rose, PhD., Associate Provost for Women, Equity & Diversity

**Location:** PC 230

### **About the Office to Advance Women, Equity & Diversity (AWED):**

Established in 2016 by Provost Kenneth G. Furton, AWED aims to achieve and sustain faculty equity and diversity as an essential element of FIU's academic excellence.

AWED develops and manages a wide range of programs to promote faculty equity, diversity, and inclusion, including workshops and trainings to improve faculty hiring and promotion processes, faculty mentoring, and interdisciplinary networking. Other activities include strategic planning for salary equity, policy analysis and development, and other initiatives that support faculty diversity.

FIU's National Science Foundation Institutional Transformation project, FIU ADVANCE, also is housed within AWED. FIU ADVANCE aims to increase, retain and promote more women and underrepresented minority faculty at FIU.

For more information, visit our websites:

AWED - <http://provost.fiu.edu/awed/>

ADVANCE - <http://advance.fiu.edu/>

### **Internship Description:**

The AWED Intern will be responsible for performing a wide variety of routine to moderately complex administrative support functions as applicable to assigned programs.

This internship is offered for 1-3 credits through WST 4940 (Women's and Gender Studies Internship).

### **Specific Duties:**

1. Answer and direct phone calls, voice mail and e-mails.
2. Provide customer service to visitors and walk-ins.
3. Conduct research for program implementation including document creation and preparation.
4. Assist staff with meeting and event arrangements.
5. Play an active role in the other programs sponsored by the office.
6. Participate in monthly academic meetings with the supervising Professor and/or Program Manager.
7. Complete academic requirements such as monthly readings and research paper (3.5 pages).
8. Other duties as assigned

**Orientation/Supervision:**

This position reports to Sadie Davis, Program Manager. Program Coordinator Patricia Capitan will oversee orientation, training, and daily tasks. Professor Suzanna Rose will set internship priorities and conduct performance assessments.

**Terms:** Fall Semester, 8-12 hours per week

**Minimum Qualifications & Requirements:**

- Commitment to equity, diversity, and inclusion
- Ability to communicate effectively
- Possess a high sense of responsibility and customer service skills
- Knowledge of PC operations and software (Microsoft products: Excel, Outlook, Word, Power Point, Publisher)
- Willingness to learn new software as needed
- Demonstrated ability to successfully perform data entry with speed and accuracy
- Ability to work under pressure and meet deadlines
- Ability to maintain positive interpersonal relationships
- Ability to maintain satisfactory work performance and attendance records
- Possess strong verbal and written communication skills

**Recommended Qualifications:**

The successful candidate will have excellent oral and written communications skills, exceptional computer skills, and an ability to prioritize. Good social/people skills are necessary in this educational environment. Familiarity with FIU is a plus.

Recommended: Three (3) Women's and Gender Studies Courses and enrollment as Women's and Gender Studies major or certificate earner.

**Anticipated Start Date:** August 21, 2017

**End Date:** December 15, 2017 (Position may be renewable based upon performance.)

**Application Procedures:**

Email the following items to [awed@fiu.edu](mailto:awed@fiu.edu) with the subject line "AWED Internship Application – Fall 2017." **Application deadline: August 11, 2017.**

1. Completed application form (p. 3 of this document)
2. Resume
3. FIU Fall class schedule

Successful applicants will meet with AWED staff to discuss the internship in more detail. Students selected for the AWED Intern position must then complete the [Internship Agreement](#) and email it to Tamara Gonzalez at [erbant@fiu.edu](mailto:erbant@fiu.edu). AWED Interns will then be permitted to register for WST 4940 (Women's and Gender Studies Internship).

## AWED Internship Application Form

**Full Name:** \_\_\_\_\_

**Panther ID:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**FIU Grade Level:**

Freshman

Sophomore

Junior

Senior

Other (Please explain) \_\_\_\_\_

**Tell us about yourself.** *(Limit 250 words)*

Explain your interest in the AWED internship, what you hope to get out of the experience, and what makes you the best candidate for the position.

**To apply:** Email completed AWED Internship application form, resume, and FIU Fall class schedule to [awed@fiu.edu](mailto:awed@fiu.edu) by **August 11, 2017**.