

## Women's Center Work Study/Volunteer Application

**JOB DESCRIPTION:** An important function of the Women's Center is the planning, developing, and administering of programs designed to promote an awareness of women's issues. Supervised by the Women's Center Office Manager, the Student Work Study or Volunteer will assist in the creation, implementation and evaluation of events, workshops, and programming for the Center. The Student Work Study or Volunteer must attend a Women's Center orientation and complete a training prior to officially beginning their work at the Center.

**HOURS:** The hours of operation at the Women's Center are 10AM-5PM Monday and Thursday and 10AM-7PM Tuesday and Wednesday. We are flexible with scheduling and hours. Work Study Students can work up to 20 paid hours per week.

### DUTIES AND RESPONSIBILITIES

- Assembling Fliers, brochures, handouts for events & tabling
- Tabling (engaging students, and encouraging them to support events)
- Posting fliers
- Handling walk-in traffic
- Clerical work
- Co-facilitating presentations for classes and orientations
- Attending staff meetings
- Assisting with research and program development
- Attending Women's Center events
- Completing other duties as assigned

**INSTRUCTIONS:** Please fill out the form and answer the question below. If you have a resume available, please attach it as well.

Email your completed application to: [womenscenter@jjay.cuny.edu](mailto:womenscenter@jjay.cuny.edu)

Subject Line: Work Study/Volunteer Application

**OR**

Print out the Application and place it in Jessica Greenfield's Mailbox in the Counseling Department

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

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone (Best to reach you):** \_\_\_\_\_

**Email (one you check on a regular basis):** \_\_\_\_\_

**Major (If you know it):** \_\_\_\_\_

**Class Status:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

**Desired Position:** Work Study

Volunteer

**Are you eligible for work-study?**

**Please answer the following questions (1 page maximum):**

**Why are you interested in working at the Women's Center?**

**Do you have any volunteer, job or other experience that you think will be helpful?**