



# American Association of University Women Greater Rochester Area Branch

494 East Avenue, Rochester, NY, 14607

585-244-8890 ~ [www.aauwrochester.org](http://www.aauwrochester.org)

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## INTERNSHIP APPLICATION 2015

***GRAB AAUW is a World Class lifelong learning, Teaching and Study Center for all generations of Women & Girls and seen as a key Community Resource and Driving force for any and all Women's issues in the Greater Rochester Area. By joining AAUW, you belong to a community that breaks through educational and economic barriers so that all women have a fair chance.***

GRAB AAUW is seeking undergraduate students for the spring and summer. This is a **non-paid** internship that will enable you to gain skills not usually found in the classroom, in addition you will have the opportunity to network and interact with people in leadership positions in the Greater Rochester Area. This is an excellent career-building opportunity for innovative thinkers interested in promoting gender equality.

Applicants must send their resume and cover letter to Ana DeTomaso at [adetomaso@aauw-rochester.org](mailto:adetomaso@aauw-rochester.org).

### Essential Duties:

- Assist program VP and Program coordinator on planning and coordinating meetings and events
- Manage and maintain social media pages
- Contribute to content development for the monthly newsletter
- Conduct market research to assist the program VP and coordinator in developing a profile for the community partners.
- Review the newsletters and websites of AAUW community partners for newsworthy items to post of social networks or to feature in newsletters or on the AAUW website
- Contribute content development for the website
- Administrative work such as copying, proofreading, and other basic duties may be required on an as-needed basis
- Assist in the development of content and visuals for presentations
- Attend staff meetings and external events as a representative of AAUW including staffing information tables as needed at events.



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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ email address: \_\_\_\_\_

College/University: \_\_\_\_\_ Year: \_\_\_\_\_

Academic Major(s): \_\_\_\_\_ College Credits: YES  NO

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

In case of emergency, who should we contact? Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

How did you know about the internship?

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Why are you interested in doing an internship with AAUW?

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Are you familiar some women issues locally and internationally?

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What skills would you like to improve in this internship?

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What are your strong skills and how could you apply them to the AAUW program(s)?

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