The Eileen B. Lieben Center for Women at Creighton University was established by students, faculty, and staff to respond to issues impacting women students at Creighton University. While the Lieben Center is student-centered, it is a caring, welcoming space for all members of the Creighton community and aims to improve the quality of life on campus through programming, leadership initiatives, and by providing various resources for all of Creighton’s women’s organizations.

The Center shall provide (but not be limited to) the following initiatives:

- Serve as a primary reference point for students and the Creighton community regarding gender issues.
- Involvement and support of women’s leadership initiatives, intimate violence programming, and Women’s History Month.
- Ongoing promotion and discussion of Gender Issues, Society and Culture at Creighton University.
- Development of other programs and initiatives based on current student needs.

**PROGRAMMING INTERN RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Assist with programming of annual events, including
  - Women’s History Month
  - Wareham program
  - Eileen’s Book Club
  - Program brainstorming sessions
- Seek out and respond to opportunities for collaboration at Creighton and within the Omaha community
- Develop and implement passive programming opportunities
- Assist with promoting Lieben Center events through fliers, creative marketing, and electronic formats such as JayNet news, student news, and Creighton Today.
- Complete logistics of planning programs, such as working with the Creighton Print Center, ordering catering, reserving rooms, etc.
- Work promotional and programming tables as needed
- Maintain the L.C. Programming calendar on the Lieben Center website
- Plan programs based on student needs across campus
- Participate in weekly staff meetings
- Help create service opportunities focused around empowering women (drives, service trips, etc)
- Create a “learning agreement” with the Lieben Center director and complete as directed.
- Plan and create bulletin boards for RA use around women’s issues
- Implement a strategy for assessment

**RESPONSIBILITIES:**

- Attend all mandatory meetings, including Lieben Center Staff meetings, Advisory Board meetings, and any semester planning meetings
- Seek new and innovative ways to connect Creighton students to issues related to women within our greater Omaha community
- Hold at least five scheduled office hours per week
- Create a transition memo or binder for successors and advisor, due at the end of the internship period, that should include:
  - Annual report outlining planning and implementation efforts
  - Suggestions for improvement/changes for the following year
  - Timeline of events, planning, etc.

**EXPECTATIONS:**

- Help create a warm, friendly environment for women and men on campus.
- Communicate regularly with the Lieben Center Director about task updates, concerns, etc.
- Understand, support, and model the Creighton University mission and the values of a Jesuit education.
- Understand, support, and model the goals and philosophy of the Lieben Center.
- Seek excellence from yourself and others.
- Respect and celebrate the commonalities and uniqueness of all God’s children.
- Seek and model balanced integration of spiritual, academic and social involvement.
- Share your gifts with our communities for the greater glory of God.
- Provide leadership to all Lieben Center staff members that uphold the Creighton University tradition.
- Serve as a role model for fellow students on and off campus and hold fellow members of Lieben Center student staff accountable for their actions.

**RENUMERATION:**

$100 JayBucks at the completion of each semester