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.

**Women’s History Month Intern Responsibilities Include, but are not Limited to:**
- Coordinating Women’s History Month events
- Reaching out to individuals, organizations and offices about creating programs for WHM or assisting with events planned
- Planning, recruiting, and executing Women’s Words of Wisdom (March 1 in Harper Auditorium)
- Researching and developing an art gallery project to display a history of women in higher education
- Advertising the month in collaboration with the Marketing and Design Intern
- Develop and implement passive programming opportunities for WHM
- Work with Women & Gender Studies to complete a calendar of events for promotion and the Marketing and Design Intern to craft the calendar for promotion
- Complete logistics of planning programs, such as working with the Creighton Print Center, ordering catering, reserving rooms, etc.
- Create and maintain the WHM tab on the Lieben Center website in collaboration with the Marketing and Design Intern
- Plan and create bulletin boards for RA use during WHM
- Implement a strategy for assessment and collection of assessment data
- Creating a wrap up report for WHM to be shared with future interns and to keep record of the 2011 events
- Any requirements as set by the Faculty sponsor for the academic internship credit, pending Faculty approval

**Responsibilities:**
- Attend Lieben Center Staff meetings, any WHM coordination meetings (if applicable) and, when possible, the CSW Women’s Summit 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.

**Benefits:**
- $100 JayBucks at the completion of Women’s History Month wrap up report, and eligible to coordinate for academic internship credit in History 585