Women Leaders and Intellectuals of the Medieval World
October 1-3, 2015
University of Notre Dame Conference Center
Sponsored by the Medieval Institute,
Institute for Scholarship in the Liberal Arts,
College of Arts and Letters, and Henkels Lecture Series
Find out more and register at womenleaders2015.wordpress.com

Fall 2015 Social Media Internship
Overview: This position is designed to provide writing and social media support for strategic communications to the President and Founder at Futuro Enlightened (FE), a College Admissions Consulting and Graduate Consulting firm. It includes advising on blog posts for college bound students, general writing, editing, and proofreading and managing a variety of internal and external communication vehicles. The firm is based in Boston and this is a telecommuting internship.

Description of Duties:
• Advise President and Founder in the most relevant topics to be covered in bi-weekly blog to increase readership
• Write, edit, and proofread communication project including blog posts, PowerPoint or Prezi presentations, brochures, electronic ads, and other collateral
• Assist in production of communication videos as needed (including script writing or review)
• Manage social media accounts to ensure timely posting of all communication (Google+, Facebook, Twitter, Instagram), advise on strategies to reach more groups on existing media accounts, and on the creation of new accounts
• Special projects as needed

Qualifications:
• Strong writing and proofreading skills
• Ability to meet deadlines
• Detail oriented and organized
• Strong understanding of and familiarity with social media
• Reliable, mature, and professional

Skills preferred:
• Study abroad or community service experience in a Spanish-speaking country

This internship requires a commitment of eight to ten hours per week with flexible hours. This position lasts 10 weeks, and meets requirements for academic credit in the majority of college internship programs. There is one position available for the fall of 2015 (with the possibility of extending through the spring semester) and the application deadline is Friday, August 21, 2015.

This is an unpaid position.
Organizations Description:
Futuro Enlightened is a College Admissions Consulting and Graduate Consulting firm, with a global understanding, committed to help students discover all the opportunities at their disposal given their academic, personal, leadership, and social talents.
Please visit www.futuroenlightened.com for additional information.

Job Description:
Futuro Enlightened is a fast-paced but small and unique organization. Interns help with all tasks required in marketing Futuro Enlightened on social media such as posting news, events and photos on Facebook, Google+, Twitter, Instagram, and YouTube, blogs and other updates in company’s site. Interns may also be asked to create new social media accounts, ads, and other
marketing pieces. Advising in current and future topics to engage college bound students at the
national and international level is an important component of the internship. There might also be
office administrative tasks as well as working on various College preparation projects.

Contact: Please list the internship name in the subject title of the email, and forward a cover letter, résumé, and a short writing sample to apenagos@futuroenlightened.com

HONOR SOCIETY
Triota, the GS Honor Society, is open to all GS majors/minors. YOU MUST JOIN BEFORE FALL BREAK OF YOUR SENIOR YEAR. If you complete your degree with the requisite GPA, you’ll receive an honor cord for graduation. The major project in the past few years has been the journal, Through Gendered Lens. This is YOUR production!

Honor Society Application

Join our group on Facebook: GeNDer Studies Program at University of Notre Dame!

Did you know that the Gender Studies Program has a Facebook page? Find us and friend us! Use the site to make announcements about upcoming courses, visits by gender-relevant lecturers, or your own publications. Put links to topics and conversations that might interest our Gender Studies students and faculty.

Students (Graduate & Undergraduate) – Share your Story

The Gender Studies Program is about understanding people, both yourself and others. Gender Studies teaches us how human identities are shaped by gender and related traits such as sex, sexuality, race, ethnicity, class, religion and nationality. Through Gender Studies, we not only strive to understand people better, but because of this endeavor, we hopefully become more understanding people. Add your story to our website “Spotlight” by filling out the following: share your story

To view complete copies of previous Announcements for current semester, please go to: GS Announcements