

## **Paid Intern Needed for Prison Creative Writing Program!**

**Application Deadline: Monday, April 5<sup>th</sup>, 2021**

The Pen City Writers internship is a paid student-technician position in the UT English Department. The Pen City Writers is a three-year, creative-writing certificate program for men incarcerated at a maximum security prison in southern Texas. The incarcerated students earn UT college credit, publish their own journal, have their own library, and are learning to be writers and thinkers behind bars. The intern is primarily responsible for organizational support and does not go to the prison. The director of the program is Deb Olin Unferth, a creative writing professor at UT. The internship will begin in August 2021. The pay is \$17 an hour, an average of 5 hours a week.

### **Duties:**

- Scan, print, and organize student work
- Correspond with volunteers
- Brainstorm with the director and other participants about program initiatives
- Keep track of complicated program details
- Help plan and run the annual book drive
- Help put together our prison-writings journal
- Revise documents, work on the volunteer newsletter, and other light writing tasks
- Help organize occasional PCW events

### **Requirements:**

- Must be comfortable working and corresponding with incarcerated men. You do not go to the prison, and you do not need to use your full name in correspondence, but you must communicate with students about class-related matters in an empathetic and professional manner.
- Strong attention to detail and excellent organizational skills.
- Should be able to work five hours per week. Hours vary week to week, some weeks requiring an hour or two, more or less.
- Open to undergraduate students only.
- English major or Creative Writing certificate student preferred, but others considered. Must enjoy reading, writing, and creative problem solving.
- The position is year-round. We work all through summer and part of winter break. It is fine to be away for a couple of weeks here and there, but preference will be given to the candidate who will be in Austin for a good part of the summer, and at least part of winter break.

How to Apply:

If interested, please e-mail your resume, cover letter, the name and e-mail address of one reference, and answers to the questions below to Deb Olin Unferth at [debou@utexas.edu](mailto:debou@utexas.edu).

1. What makes this position a good fit for you?
2. Do you have any experience working with or spending time with at-risk or incarcerated populations?
3. The PCW students often write about trauma, violence, injustice, personal anguish, suicidal thoughts, racism, and other triggering topics. In addition, they may not have the same political or religious views as you. Would this be hard for you to handle in a professional manner?
4. The bulk of your work would be scanning, printing, organizing student work, and e-mailing volunteers. Do you have any work experience with detail-oriented work such as this?