



Lesbian Gay Bisexual Transgender Resource Center

2018-2019 Community Engagement Internship Description

POSITION RESPONSIBILITIES

- Support the work of the Director of the LGBT Resource Center in all aspects of community engagement, including events, assessment and policy
- In the fall, in cooperation with the World AIDS Day planning committee, plan, design, implement and evaluate UC San Diego's events related to World AIDS Day, around December 1st of each year
- Staff the weekly World AIDS Day planning committee meetings, which the Director chairs, throughout the fall quarter, including attendance, meeting tracking, minute preparation and communications.
- Deeply engage the UC San Diego student community, and especially student organizations, in the work, development and support of World AIDS Day activities.
- In the winter and early spring, in cooperation with the Assistant Director, plan and implement the annual UCSD LGBT Resource Center Out and Proud Week, which typically occurs week 4 of the Spring quarter.
- In the spring, in cooperation with the Director and LGBT Resource Center professional staff team, plan, design and implement all aspects of UC San Diego's Rainbow Graduation and Induction into the LGBT Alumni, which occurs the Saturday after Week 10 of Spring quarter.
- Throughout the academic year, staff the San Diego LGBT Community Leadership Council meeting, which occur the first Thursday of each month in Hillcrest, which the Director chairs, including attendance, meeting tracking, minutes preparation and communications.
- Throughout the academic year, staff the Chancellor's Advisory Committee on Gender Identity and Sexual Orientation Issues meeting. Full meeting occur quarterly, and subcommittee meeting are twice per quarter. This includes attendance, meeting tracking, minute preparation and communications.

POSITION OVERVIEW

Student interns are responsible for keeping the Lesbian Gay Bisexual Transgender Resource Center (LGBT RC) open during operational hours and are the front line representatives of the LGBT RC to the UCSD community. Therefore, it is imperative that student interns maintain good connections with all community members by creating and maintaining the RC as an open and public space to explore issues of gender identity and sexual orientation. Student internships are intimately tied to their academic careers at UCSD. Student interns are required to enroll in the four (4) unit Critical Gender Studies Practicum (CGS 199) for Spring 2018. Each of the nine (9) student interns will also have a programming or operational area of responsibility within the Resource Center. Interns are employed from **September 1, 2018- June 15, 2019**

REQUIREMENTS FOR EMPLOYMENT

- Must be a full-time UCSD undergraduate student for the entire academic year with registration fees paid in full
- Must be able to work 10 hours per week
- Total employment hours at UCSD must not exceed 19.5 hours per week
- Must be able to work afternoon/evening shifts between 4:00pm – 9:00pm



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- Must complete a Queer Student Action Project (QSAP)
- Must attend Fall Staff Training (September 10-26, 2018) Winter Staff Trainings (January 6th, 2019), and Spring Staff Training (March 31st, 2019)
- Must complete a Queer Student Action Project (QSAP)
- Must be enrolled in the Critical Gender Studies (CGS) 199 class in the Spring of 2018.
- Duties may require direct contact with children (defined as individuals under the age of 18); completion of the Child Abuse and Neglect Reporting Act (CANRA) form will be required.

SPECIFIC RESPONSIBILITIES

1. Administrative

- Check e-mail once a day
- Complete timesheets every week
- Provide supervisor with quarterly schedule prior to commencement of each academic quarter, and notify supervisor of any schedule changes
- Complete program proposals and evaluations

2. Front Desk Duty

- Greet incoming visitors
- Give RC tours
- Direct visitors to appropriate resources
- Provide primary phone reception
- Perform daily, weekly and monthly space maintenance
- Open and/or close the Resource Center

Training and Staff Meetings

- Must complete a Queer Student Action Project (QSAP)
- Must attend Fall Staff Training (September 10-26, 2018)
- Must attend Winter Staff Trainings (January 6th, 2019)
- Must attend Spring Staff Training (March 31st, 2019)
- Attend weekly supervision meetings
- Attend weekly small team meetings

3. Office Hours

- Complete area of responsibility for specific internship
- Complete other projects as assigned by professional staff
- Maintain visible presence in the RC during office hours

4. LGBT RC Events and Programs (as designated by professional staff)

- Attend and possibly staff LGBT RC Signature Events, including, but not limited to, Q Camp, World AIDS Day, Out and Proud Week, and Rainbow Graduation
- Attend quarterly LGBT RC Advisory Board meetings and present internship report from previous quarter

5. Academic Integration

- Enroll and complete CGS Practicum (4 units) Spring 2018
- Complete a Queer Student Action Project

6. Other Duties as Assigned



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WORK DISTRIBUTION EACH WEEK 2018-2019

1. Front Desk Duty (5 hours)
2. Staff Meeting (1 hour)
3. Small Team Meeting (.5 hour)
4. Supervision meeting (1 hour)
5. Office hours (2.5 hours)