



Lesbian Gay Bisexual Transgender Resource Center

2018-2019 Operations Internship Descriptions

The Operations Team

The Lesbian Gay Bisexual Transgender Resource Center (LGBT RC) Operations Interns are student interns that coordinate the Trent Lawley volunteer program, assist with center operations, marketing, and community outreach for students, staff, faculty, and the San Diego community.

Qualifications:

Operations Interns should:

- Be able to understand and articulate social justice issues.
- Must be committed to the mission and vision of the UCSD LGBT Resource Center and serve as an enthusiastic representative of the LGBTRC.
- Have proven experience working cooperatively as part of a team.
- Strong interpersonal skills and the ability to work collaboratively with diverse students, staff, faculty, and community members.
- Ability to effectively manage time and multiple projects.
- Ability to stay well-informed of current events on campus and general campus climate.
- Previous experience organizing events preferred, with demonstrated interest in creative *community engagement* at UCSD around LGBT issues.

Library Intern

- Maintain and update all aspects of the Rainbow Library, including the Mattison & McWhirter Collection, the book library, the media library, the Historical Collection, and the resource library
- Recommend new media, book, and magazine purchases for the library
- Update and maintain the LGBT RC's online searchable databases for the resource and media libraries
- Organize library categories so that resources are physically accessible and that categories reflect the mission of the LGBT RC Library
- Maintain and update all aspects of the physical and digital Historical Collection
- In collaboration with the operations interns, design, develop, implement, and evaluate two volunteer trainings per quarter
- In collaboration with the operations interns, design, develop, implement, and evaluate volunteer trainings per quarter as needed
- In collaboration with the operations interns, Generate Quarterly Q Class list during Week 6 of every quarter
- Schedule volunteers to cover the front desk
- In collaboration with the Programs & Operations Coordinator coordinate the Rainbow Book Fair in the spring quarter
- Engage UC San Diego campus community around Queer Literature by coordinating (book fair, book club, reading club etc.) as necessary based on community needs.

Outreach and Marketing Intern

- Maintain LGBT RC page on social networking sites including but not limited to Twitter, Facebook, Instagram, Snapchat, and Tumblr.



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- Create content and digital / social campaigns for LGBT RC page on social networking sites including but not limited to Twitter, Facebook, Instagram, and Tumblr in collaboration to educational programming, center events, and current events
- Responsible for the design of publicity and promotional materials for the RC's events. Including but not limited to flyers, invitations, posters, and social media outlets
- Responsible for maintaining internal outreach documents (submission forms, graphics, marketing folder, and outreach plan)
- Take the lead on posting flyers throughout campus and mailing flyers to those on the LGBT RC Mailing List
- Take the lead on documenting the RC's events and programs by taking photos and video footage
- Coordinate publicity efforts with interns, staff, and volunteers
- Maintain publicity materials on the front desk, barn door, and outside case displays
- Schedule volunteers to table at and assist with special events and outreach efforts
- Make announcements in classrooms, department meetings, and student organization meetings to promote center events and opportunities (intern hiring, volunteer opportunities, signature events, LGBTRC overview)

Rainbow Newsletter Intern

- In collaboration with the Programs & Operations Coordinator, produce the Rainbow Newsletter, the RC's weekly electronic newsletter
- Create content for Rainbow Newsletter, the RC's weekly electronic newsletter including but not limited to articles, community news highlights, and event re-caps
- Maintain, update, and organize the rainbow@ucsd.edu email account and respond to and/or forward messages appropriately
- Assist the Operations Coordinator in maintaining and updating the RC's website, calendar, online registration forms, and graphic enhancements
- Ensure that the "LGBT RC in a Box" has all appropriate and current tabling materials
- In collaboration with the operations interns, design, develop, implement, and evaluate volunteer trainings per quarter as needed
- In collaboration with the operations interns, design, develop, implement, and evaluate a quarterly volunteer mixer
- In collaboration with the operations interns, Generate Quarterly Q Class list during Week 6 of every quarter

Art and Activism Intern

- Coordinate quarterly art displays for the community gallery wall, family gallery wall, and queer and trans people of color gallery wall
- Manage the community thoughts board in the kitchen and library
- Manage the LGBT RC board publicity board
- Maintain art in the LGBT RC; switch out permanent art displays as needed
- Maintain and organize art archival records



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- Manage LGBT RC art sharing program
- Manage art displays for signature events
- Showcase art events in San Diego; featuring visual, literary, and performing arts
- Recruit new volunteers and maintain volunteer database
- Create, maintain, update, and organize the volunteer Facebook group or other social media group in order to communicate with volunteers.
- Schedule volunteers to assist with signature events
- In collaboration with the operations interns, design, develop, implement, and evaluate volunteer trainings per quarter as needed
- In collaboration with the operations interns, design, develop, implement, and evaluate a quarterly volunteer mixer
- In collaboration with the operations interns, Generate Quarterly Q Class list during Week 6 of every quarter



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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
- 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



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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

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)