



Lesbian Gay Bisexual Transgender Resource Center

2018-2019 Programming Internship Descriptions

The Programming Team

The Lesbian Gay Bisexual Transgender Resource Center (LGBT RC) Programming Team is composed of student interns that coordinate educational programs. The programming team supports the social justice education program, assist the Assistant Director with the coordination of signature events including but not limited to: Winter and Spring QCamp, Transgender day of Remembrance, Transgender Day of Empowerment, and Out and Proud Week, and QLEAGUE Leadership Series.

Qualifications:

Programming 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 educational programming at UCSD around LGBT issues.

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The Audre Lorde Intern for Liberation and Healing

- In collaboration with programming interns, create two active programs per quarter that focus on themes of liberation, healing, and empowerment in and for the LGBT community.
- Create one passive program per quarter that focuses on themes of liberation, healing, and empowerment in and for the LGBT community.
- Engage the theme of the internship using various approaches, including the arts, community building, social justice, history, and media.
- Ensure that programs meet the educational mission of the LGBT Resource Center
- Publicize and build awareness of each program through the Rainbow Newsletter, Campus Community Centers, student organizations, campus departments, and word of mouth
- Complete required program paperwork, including receipts, program proposals, and program evaluations.
- Track spending for program costs
- Update LGBT RC page on social networking sites (i.e. Facebook) as necessary

The Bayard Rustin Intern for Education and Activism

- In collaboration with programming interns, create two active programs per quarter that focus on themes of education, activism, and positive social change in and for the LGBT community
- Create one passive program per quarter that focuses on themes of education, activism, and positive social change in and for the LGBT community



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- Engage the theme of the internship using various approaches, including the arts, community building, social justice, history, and media
- Ensure that programs meet the educational mission of the LGBT Resource Center
- Publicize and build awareness of each program through the Rainbow Newsletter, Campus Community Centers, student organizations, campus departments, and word of mouth
- Maintain LGBT RC page on social networking sites (i.e. Facebook) as necessary
- Complete required program paperwork, including receipts, program proposals, and program evaluations
- Track spending for program cost
- Update LGBT RC page on social networking sites (i.e. Facebook) as necessary

The Sylvia Rivera Intern for Politics and Human Rights

- In collaboration with programming interns, create two active programs per quarter that focus on themes of politics and human rights as it relates to the LGBT community
- Create one passive program per quarter that focuses on themes of politics and human rights as it relates to the LGBT community
- Engage the theme of the internship using various approaches, including the arts, community building, social justice, history, and media
- Ensure that programs meet the educational mission of the LGBT Resource Center
- Publicize and build awareness of each program through the Rainbow Newsletter, Campus Community Centers, student organizations, campus departments, and word of mouth
- Complete required program paperwork, including receipts, program proposals, and program evaluations
- Track spending for program costs
- Update LGBT RC page on social networking sites (i.e. Facebook) as necessary

The Hiroshi Endowed Internship for Social Justice Education

- Responsible for the coordination, outreach, and promotion of the Social Justice Education program in collaboration with Assistant Director.
- Recruit, train, and foster positive relationships with social justice education facilitators.
- Support implementation of LGBT Resource Center Signature Programs including but not limited to: Winter and Spring QCamp, Transgender day of Remembrance, Transgender Day of Empowerment, and Out and Proud Week).
- Support weekly LGBTRC social justice education and leadership efforts including but not limited to trainings and discussions.
- Respond to all inquiries regarding the Social Justice Education Program.
- Support coordination of social justice education programs, including workshops for various departments and university organizations, facilitator training, and a social justice education program end of the year banquet in collaboration with Assistant Director.
- Update LGBT RC page on social networking sites (i.e. Facebook) as necessary.

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



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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

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)



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- 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)