2015-2016 Programming Internship Descriptions

The Programming Team
The Lesbian Gay Bisexual Transgender Resource Center (LGBT RC) Programming Team is composed of student interns that coordinate the Queer Talks program, support the Speaker’s Bureau 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.

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.

The Audre Lorde Programming and Facilitation Intern
• In collaboration with programming interns, create one active program per quarter that focuses on gender identity and sexual orientation with an anti-racist lens.
• 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.
• Facilitate weekly LGBTQIA Women of Color Group conversations.
• The Audre Lorde Programming and Facilitation Intern must be knowledgeable about LGBTQIA women of color community issues.
• Complete internship responsibilities using various approaches, including the arts, community building, social justice, history, and media.
• Ensure that programs and facilitated conversations meet the educational mission of the LGBT Resource Center
• Publicize and build awareness of each program in collaboration with Operations Interns 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.
• Support Speaker’s Bureau Program with recruitment and training efforts.
• Track spending for program costs.
• Update LGBT RC page on social networking sites (i.e. Facebook) as necessary.

The Bayard Rustin Programming and Facilitation Intern
• In collaboration with programming interns, create one active program per quarter that focuses on gender identity and sexual orientation with an anti-racist lens.
• 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.
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- Facilitate weekly Fluid Group conversations.
- The Bayard Rustin Programming and Facilitation Intern must be knowledgeable about Fluid, Bisexual, and Pansexual community issues.
- Complete internship responsibilities using various approaches, including the arts, community building, social justice, history, and media.
- Ensure that programs and facilitated conversations meet the educational mission of the LGBT Resource Center.
- Publicize and build awareness of each program in collaboration with Operations Interns 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.
- Support Speaker’s Bureau Program with recruitment and training efforts.
- Track spending for program costs.
- Update LGBT RC page on social networking sites (i.e. Facebook) as necessary.

The Sylvia Rivera Programming and Facilitation Intern

- In collaboration with programming interns, create one active program per quarter that focuses on gender identity and sexual orientation with an anti-racist lens.
- 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.
- Facilitate weekly Trans Group conversations.
- The Sylvia Rivera Programming and Facilitation Intern must be knowledgeable of Trans community issues.
- Complete internship responsibilities using various approaches, including the arts, community building, social justice, history, and media.
- Ensure that programs and facilitated conversations meet the educational mission of the LGBT Resource Center.
- Publicize and build awareness of each program in collaboration with Operations Interns 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.

Speakers Bureau and Social Justice Education Intern

- Responsible for the coordination, outreach, and promotion of the LGBT RC’s Speakers Bureau Program in collaboration with Assistant Director.
- Recruit, train, and foster positive relationships with panelists and facilitators.
- In collaboration with programming interns, support creation of one active program per quarter.
- 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 Speakers Bureau Program.
- Coordinate Speakers Bureau engagements, including panels for various departments and university organizations, panelist training, facilitator training, and a Speakers Bureau 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 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 Academic Internship Program in the fall. Additionally, students are to enroll in the four (4) unit Critical Gender Studies Practicum (CGS 198) for spring 2015. Each of the eight (8) student interns will also have a programming or operational area of responsibility within the Resource Center. Interns are employed from May 19, 2015 - June 10, 2016.

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 be enrolled in the Academic Internship Program (AIP) in the fall
• Must be enrolled in the Critical Gender Studies Practicum (CGS 198) for Spring 2015 quarter.
• 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.
• Must be available Monday, Wednesday, Friday 3-4:30 of 2015-2016 academic year.

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 8-25, 2015)
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- Winter Staff Trainings (January 3rd, 2016)
- Spring Staff Training (March 27, 2016)
- Participate in and assist with weekly staff development meetings
- Attend weekly supervision meetings
- Attend weekly Programming 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 AIP (4 units) in the Fall
   - Enroll and complete CGS Practicum (4 units) Spring 2015
   - Complete a Queer Student Action Project

6. Other Duties as Assigned

WORK DISTRIBUTION EACH WEEK 2015-2016

1. Front desk duty (4.5 hours)
2. Staff meeting (.5 hour)
3. Team Meeting (1 hour)
4. Staff Development (1)
5. Supervision meeting (.5 hour)
6. Office hours (2.5 hours)
7. Academic integration (2 hours) for academic credit