



Lesbian Gay Bisexual Transgender Resource Center

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: LGBTQIA+ Welcome Orientation, Transgender Day of Remembrance, Transgender Day of Empowerment, Out and Proud Series, and Q League 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 UC San Diego LGBT Resource Center and serve as an enthusiastic representative of the LGBT RC.
- 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 UC San Diego around LGBTQIA+ issues.

Programming Assistant Intern(2)

- 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.
- Support implementation of LGBT Resource Center Signature Programs including but not limited to: LGBTQIA+ Welcome Orientation, Transgender day of Remembrance, Transgender Day of Empowerment, and Out and Proud Series.
- Support weekly LGBT RC educational and social programming efforts including but not limited to event management, program facilitation, outreach efforts, program development.
- Support coordination of social justice education programs, including creating content for print and digital outreach.
- Support with program collaborations with campus departments quarterly

10 Hour Breakdown

- 2.5 Hours Office Hours at Front Desk
- 1.5 hour Staff Meeting
- 1 hour 1:1 with Supervisor
- 5 hours Program Time

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 UC San Diego 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 diverse space to explore issues of gender identity and sexual orientation. Student internships are tied to their academic careers at UC San Diego. Student interns are required to enroll in the two (2) unit Critical Gender Studies Practicum (CGS 199) for Spring 2021. 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 7, 2021- June 10, 2022**



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REQUIREMENTS FOR EMPLOYMENT

- Must be a full-time UC San Diego 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 UC San Diego must not exceed 19.5 hours per week
- Must be able to work afternoon/evening shifts between 4:00pm – 7:00pm
- Must complete a Queer Student Action Project (QSAP)
- Must attend Fall Staff Training September 7-22, 2021.
- Must be enrolled in the Critical Gender Studies (CGS) 199 class in the Spring of 2021, Mondays 3-4:20pm
- Must be available Wednesdays 3-4:30pm during duration of the Internship
- 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

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

Front Desk Duty

- Greet incoming visitors
- Give center 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 7-22, 2021.
- Attend weekly supervision meetings, Wednesdays 3-4pm
- Attend weekly small team meetings, Wednesdays 4-4:30pm

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

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

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

Academic Integration

- Enroll and complete CGS Practicum (2 units) Spring 2021
- Complete a Queer Student Action Project



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Other Duties as Assigned