



## Lesbian Gay Bisexual Transgender Resource Center 2022-2023 LGBTRC Interns 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: LGBTQIA+ Welcome Orientation, Transgender Day of Remembrance, Transgender Day of Empowerment, Out and Proud Series, and Affiliates Leadership Series.

### The Hiroshi Endowed Internship for Social Justice Education (1)

- 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: LGBTQIA+ Welcome Orientation, Transgender day of Remembrance, Transgender Day of Empowerment, and Out and Proud Series).
- Support weekly LGBT RC 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.
- Lead monthly Social Justice Facilitator social and training in-service

### Hour Breakdown

- 2.5 Hours Office Hours at Front Desk
- 1 hour Staff Meeting
- 1 hour 1:1 with Supervisor
- 5.5 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 2022. 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 5, 2022- June 9, 2023**

### 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



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- 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 attend Fall Staff Training September 5-21, 2022.
- 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 attend Staff Training September 5-21, 2022.
- 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)



### Lesbian Gay Bisexual Transgender Resource Center

- 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

### **Other Duties as Assigned**